Ministry of Civil Service and Administrative Reforms

Electronic Attendance System

USER MANUAL

January 2011

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1.0 INTRODUCTION

The User acceptance document of ARMS – ATTENDANCE RECORD MANAGEMENT SYSTEM is based on the concept to have an acceptance from the user on the amicable access of the system and to enrich the user with knowledge on the functional aspects of the system.

2.0 SELECTION OF MENU OPTION & NAVIGATION

Being a Web based application the Menu Option & Navigation is as stated below

Menu can be selected by

- MOUSE CLICK

Navigation using MOUSE AND TAB KEY

To move between fields/blocks in a screen:

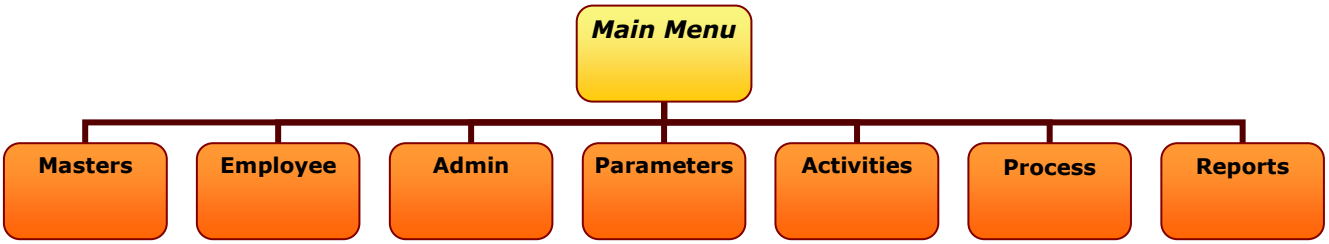
2.1.1 **MOUSE**: Normal Functioning of Mouse - Double Click left key of the mouse to open any menu (settings (left r right click) may differ based on the mouse settings of the user's System). Set the cursor on the field to be keyed in with data.

Moving the Cursor the Menu will display the sub menu in it, the detailed description of the Menu's and Sub Menu's is given below for user friendly access, clicking the mouse on the selected menu (or) submenu will lead to the concerned Module based on access permit set by the Administrator.

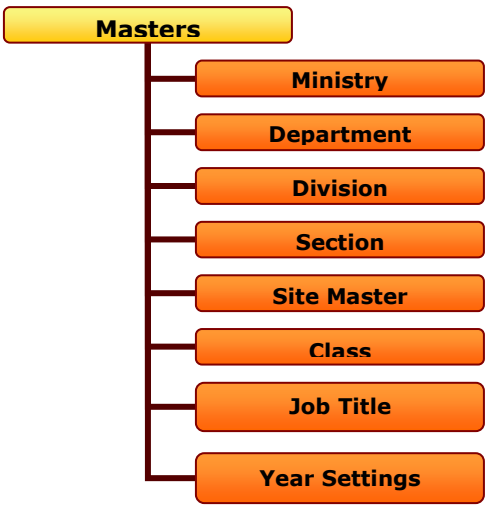
2.1.2 **TAB KEY**: HIGHLIGHTS / SET FOCUS ON THE FIELDS OF THE MODULE. PRESS <ENTER> KEY TO **SAVE** OR **CANCEL** THE CONCERNED PAGE.

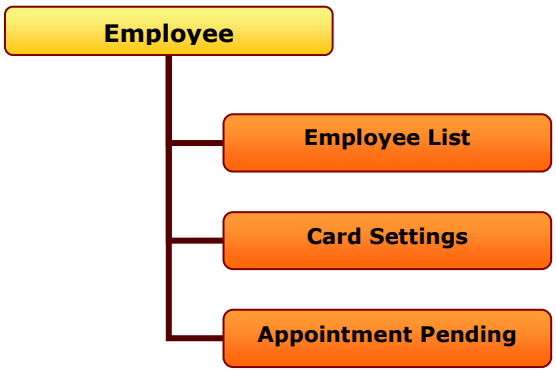
3.0 MENU & SUB MENU

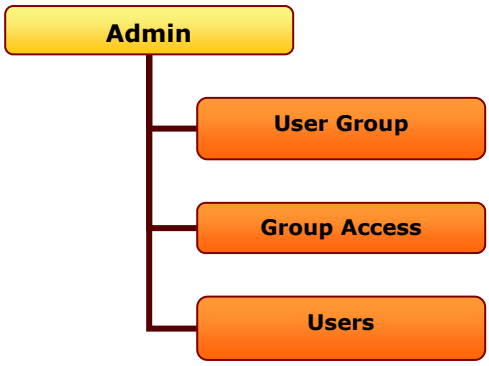
Main Menu Layout:

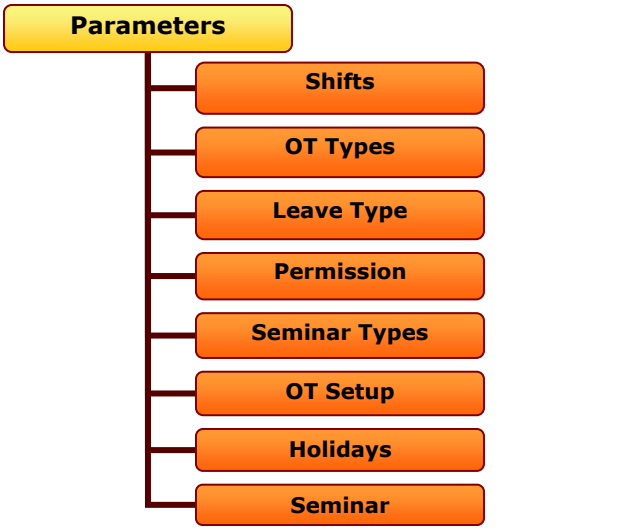


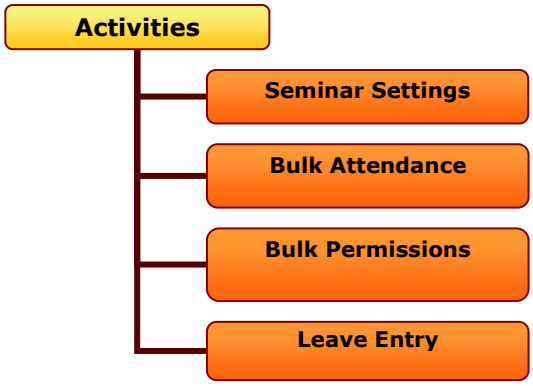
Sub Menu Layout:

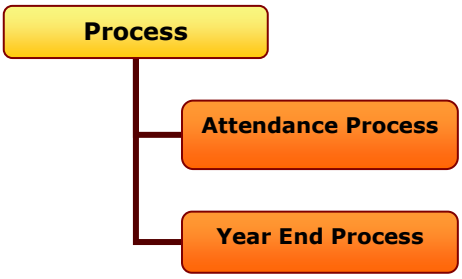



Employee
Employee List
Card Settings
Appointment Pending


Admin
User Group
Group Access
Users

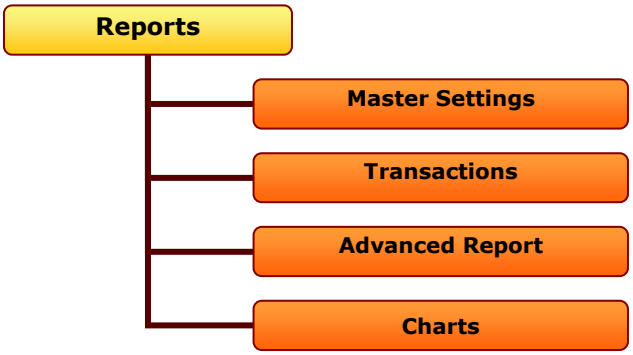




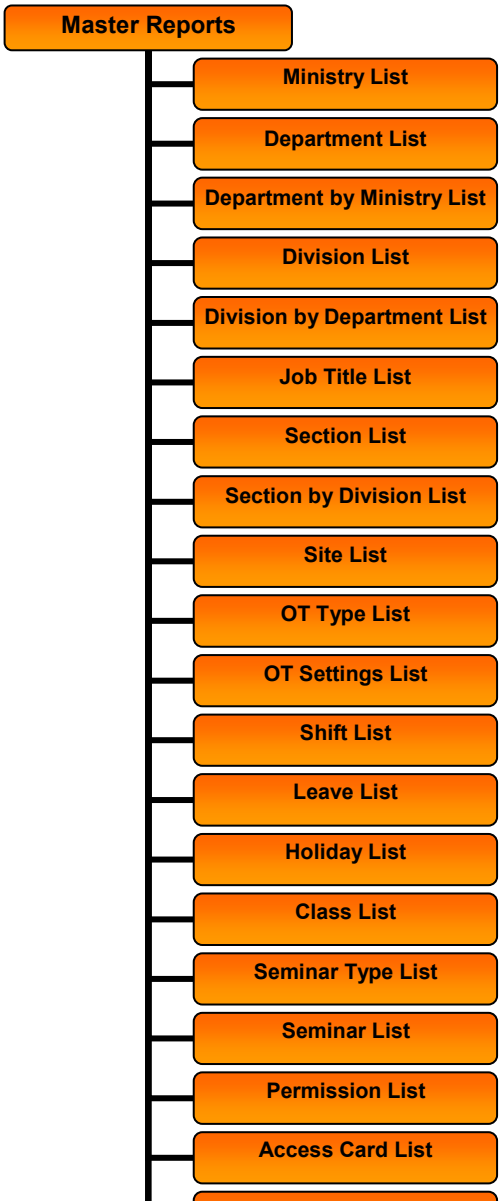


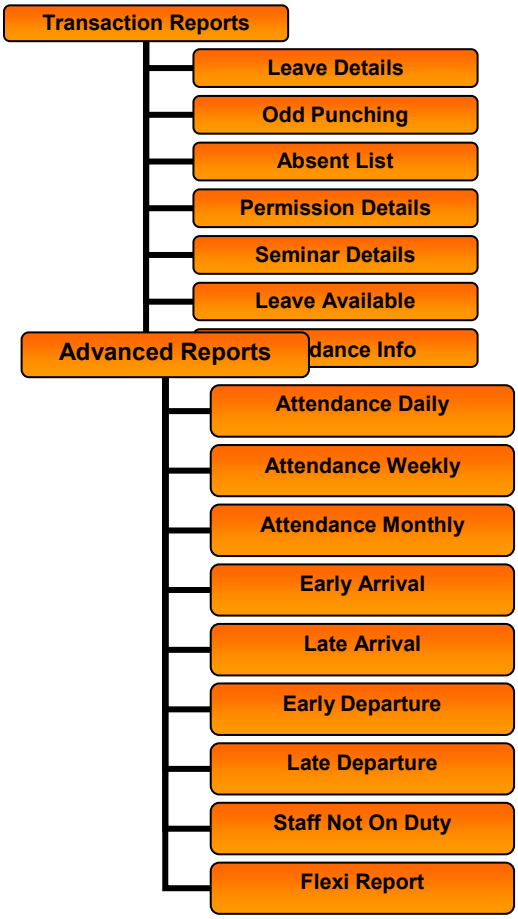
Reports: This window has Three Main Menu and Sub Menu's classified in it:

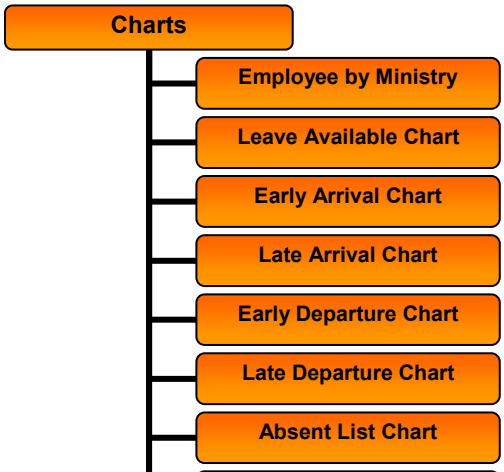
Main Menu:


Reports
Master Settings
Transactions
Advanced Report
Charts

Sub Menu:


Master Reports
Ministry List
Department List
Department by Ministry List
Division List
Division by Department List
Job Title List
Section List
Section by Division List
Site List
OT Type List
OT Settings List
Shift List
Leave List
Holiday List
Class List
Seminar Type List
Seminar List
Permission List
Access Card List


Transaction Reports
Leave Details
Odd Punching
Absent List
Permission Details
Seminar Details
Leave Available
dance Info
Advanced Reports
Attendance Daily
Attendance Weekly
Attendance Monthly
Early Arrival
Late Arrival
Early Departure
Late Departure
Staff Not On Duty
Flexi Report


Charts
Employee by Ministry
Leave Available Chart
Early Arrival Chart
Late Arrival Chart
Early Departure Chart
Late Departure Chart
Absent List Chart

3.0.1 USING SPECIAL KEYS – No SPECIAL KEYS

4.0 ENTERING & SAVING DATA

Every data being entered in the Module of the application is being Validated using formats, data type and based on Mandatory condition.

Format Validation: E.g. The date format entered has to be in “dd/mm/yyyy” which is displayed near the corresponding text fields of the module. On entering of incorrect format an error message is prompted to make the user aware of the incorrect format.

Data Type: Certain fields like time, date should be numeric on key-in of any other character other than numeric, it will prompt an error message.

Mandatory Condition: Mandatory Fields have been marked with **“ * ”** symbol, which will prompt an error message on user attempting to save the fed details either by failing to enter the data or by skipping the field without entering any data to it.

Every screen / module for creation of any new information is provided with a <**save**> and <**cancel**> button.

On clicking the save the following message box is displayed:

On clicking the <ok> button (by navigating the mouse on the <OK> button and double clicking it) will save the entered data / information and will lead the user to view the corresponding list page with the saved data.

5.0 MODES OF OPERATION

To Access all the Screens the user should have access permission/User-right set by the administrator for the corresponding login. If access is denied for any module, contact the administrator to confirm/check on the set access privileges.

NAVIGATION THROUGH MODULES (SCREEN WISE DESCRIPTION) FOLLOWS:

LOGIN PAGE

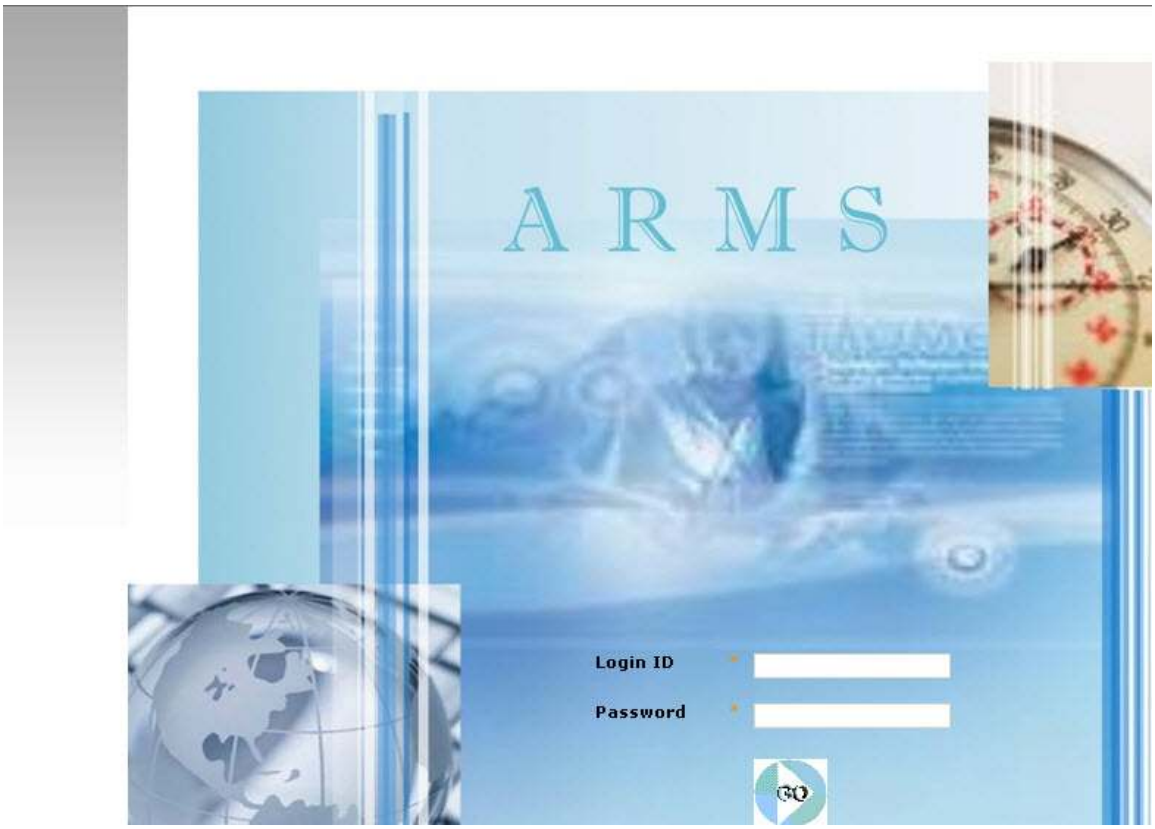
Objective: To login to the application

Login Screen:

This is the default screen the user views which has the Login ID and Password fields to key in to the System

Input:

Login ID: Text or alphanumeric “xxxx” e.g “admin” or “user1980 (the login id of the concerned user) and is **not** case-sensitive.
Password: Text or alphanumeric “xxxx” e.g “varunsaju1980”as provided to the user and is **case-sensitive**



Output:

- In case of invalid login id / password the screen is displayed beneath the “GO” Button:
- “**Please Enter the Correct Login ID / Password**”
- On providing the correct Login Id and Password the viewer / user is directed to the **Home page**

6.0 HOW TO OPERATE SEARCH EDIT & DELETE OPTION IN ALL LIST PAGE

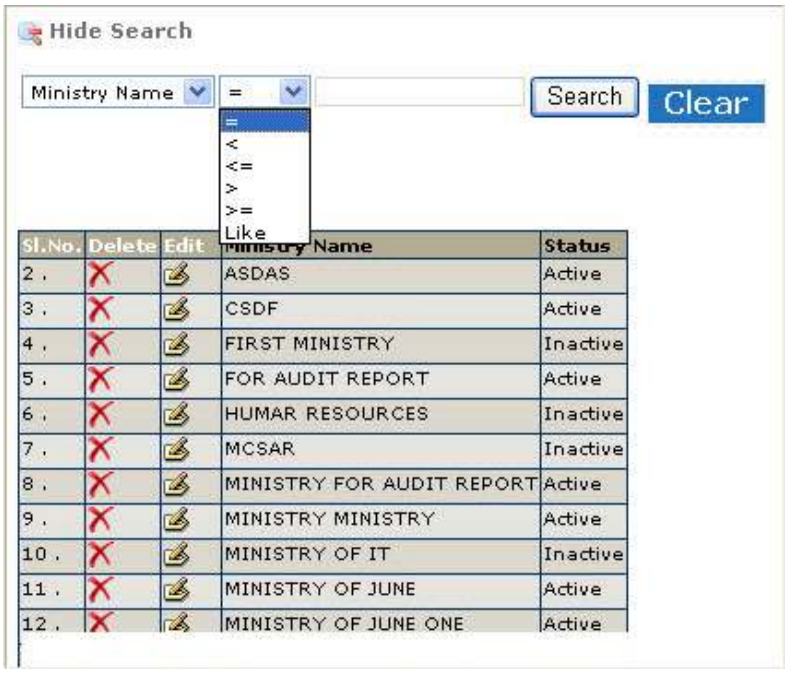
SEARCH:

This option is available in the List pages of all the Modules wherever the information is listed. Search can be executed on all the available headers following the Edit image in the selected list page.

Steps to Search/Input :

- Click the **"Show Search"** Icon
- Select the Header from the dropdown to search accordingly e.g Status, Ministry Name

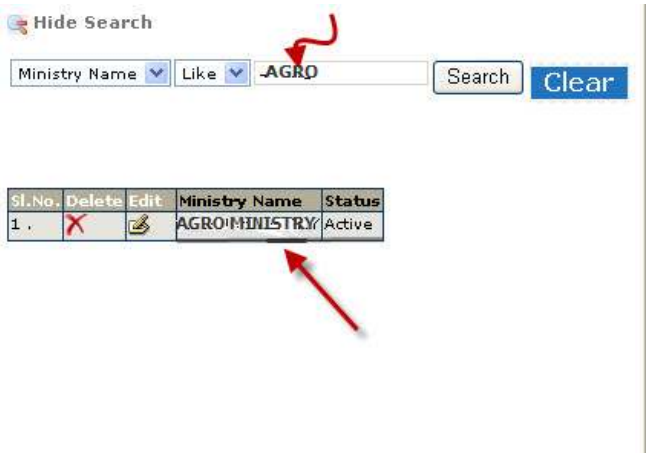
- Select the operator for search in the next dropdown list box



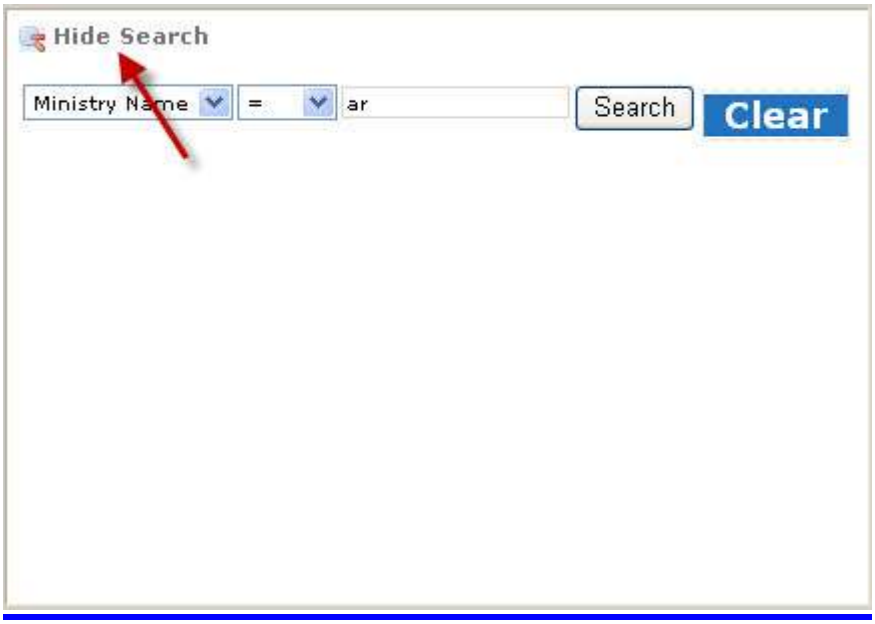
- Enter the text according to the Header and click “Search” , for e.g If u click Status then enter “YES” (or) “NO” in the text box, for **“Like**” Operator jus two letters of the word to be searched is enough where as “**=**” requires the full word

Output:

- The system will display the search result.



- If No relevant record found the following message is displayed:



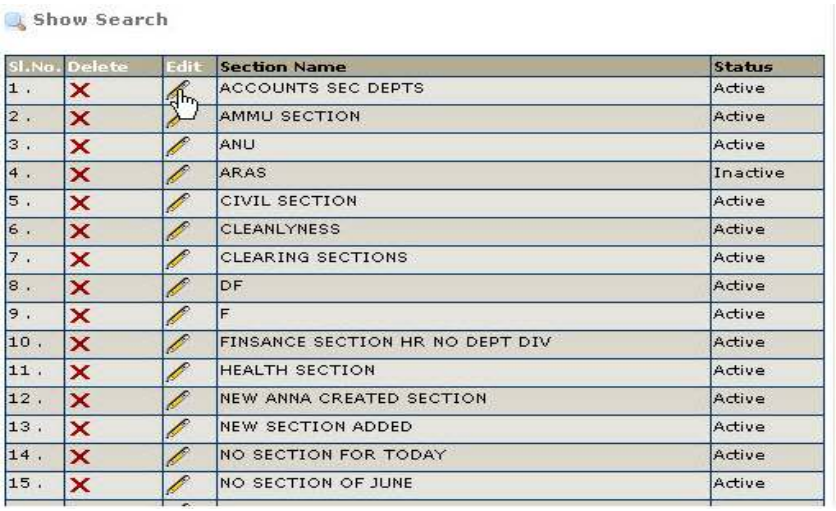
- To return to normal screen click hide search icon(refer pointed arrow)

EDIT:

Input:

1. To Edit any record Click the Edit icon of the Corresponding row of the record

Sl.No.	Delete		Site Name	Clocker Machine No	Status
1 .	X		AIR MAURITIUS	123,124,125	Inactive
2 .	X		ATOM HOURSE	126,128,129,130	Active
3 .	X		CUREPIPE MAURI TEL	192,144	Active
4 .	X		FLIC N FLAC	169,073,875	Active
5 .	X		GRAND BAY TOWERS	434,436,438,439	Active
6 .	X		IT SITE NAME	156,125	Active
7 .	X		MATIN THOMAS	162,876,9012	Active
8 .	X		PORT LOUIS	123,245	Active
9 .	X		QUADRE BORNES	123,457	Active
10 .	X		SITE FOR USER	125	Active
11 .	X		SOMEWHERES	123,123,123	Active
12 .	X		TEST	3464575678568568679679679679679679 7	Inactive
13 .	X		TEST SITE D	265,048	Active
14 .	X		USER SITE	163	Active
15 .	X		VV SITE	198,165,1689	Active



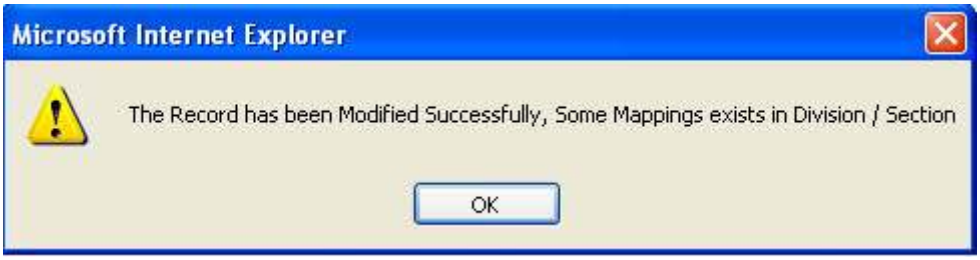
Sl.No.	Delete	Edit	Section Name	Status
1 .	X		ACCOUNTS SEC DEPTS	Active
2 .	X		AMMU SECTION	Active
3 .	X		ANU	Active
4 .	X		ARAS	Inactive
5 .	X		CIVIL SECTION	Active
6 .	X		CLEANLYNESS	Active
7 .	X		CLEARING SECTIONS	Active
8 .	X		DF	Active
9 .	X		F	Active
10 .	X		FINSANCE SECTION HR NO DEPT DIV	Active
11 .	X		HEALTH SECTION	Active
12 .	X		NEW ANNA CREATED SECTION	Active
13 .	X		NEW SECTION ADDED	Active
14 .	X		NO SECTION FOR TODAY	Active
15 .	X		NO SECTION OF JUNE	Active

2. On Clicking the Edit Option it will be directed to the Page where the details of the record are available to edit

- Do the necessary amendments
- Click Save

Output:

- The above message box is displayed for all Modules.
- **On Editing an existing Division or Section** the following Message is displayed

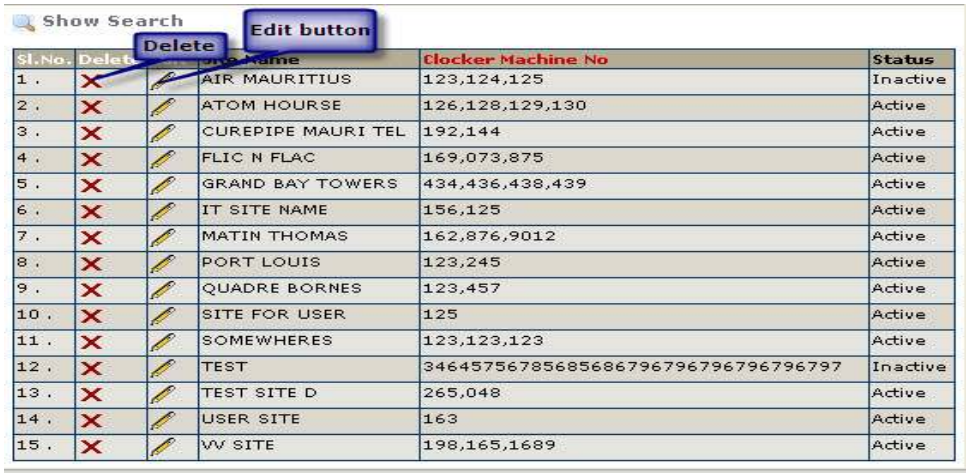


- Click OK
- Returns to the list page

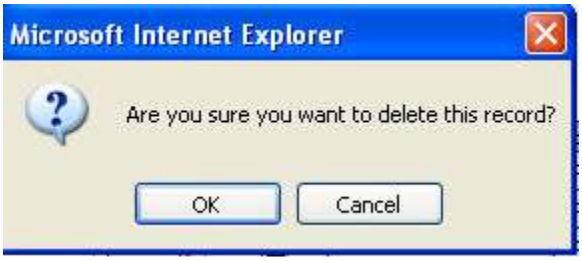
DELETE:

Input:

- Click the Delete icon



- On Clicking the delete icon the below message is displayed:



- Click **OK** to delete or **cancel** to return to the page viewed.

Output:

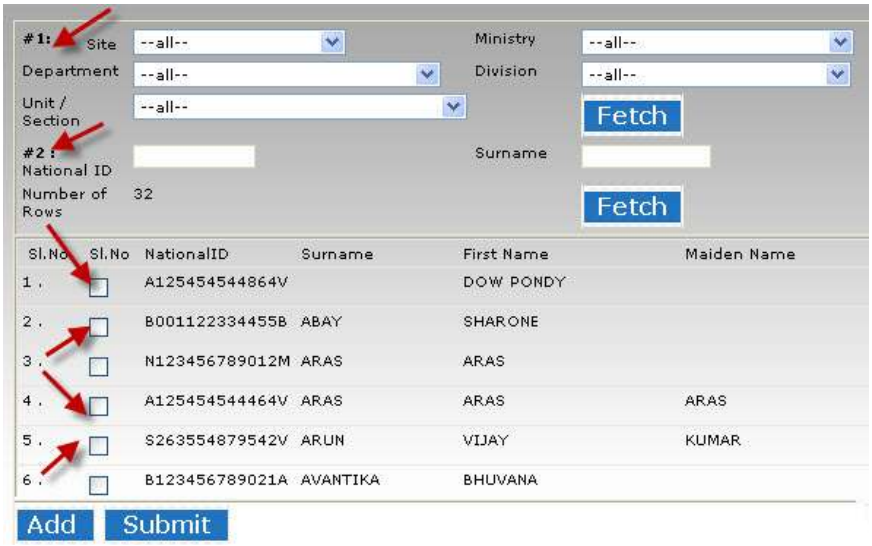
- Returns to the list page after deletion of the concerned record
- Exceptional cases deletion is not possible for any entry which has reference to any other transaction record, system displays a relevant message on such case, if any.

OTHER COMMON FUNCTIONS

BROWSE BUTTON(BULK ATTENDANCE & BULK PERMISSION MODULES):

STEPS INVOLVED:

1. On Clicking the Browse the following pop-up Window is displayed:



2. The Screen has two options to search the employees:

   Option 1: **" #1 " –** Facilitates search with filters based on Ministry, Department, Division, Section and Site on clicking the adjacent **"FETCH"** button after selection.

   Option 2: **" # 2" –** Facilitates search based on National ID (or) with just "2" letters of Surname of the employee on clicking the adjacent **"FETCH"** button after entering the Preferred details.

3. Click the Checkbox of the employee whose transaction/attendance to be entered / effected through the accessed module (Please refer the indicators in the picture).

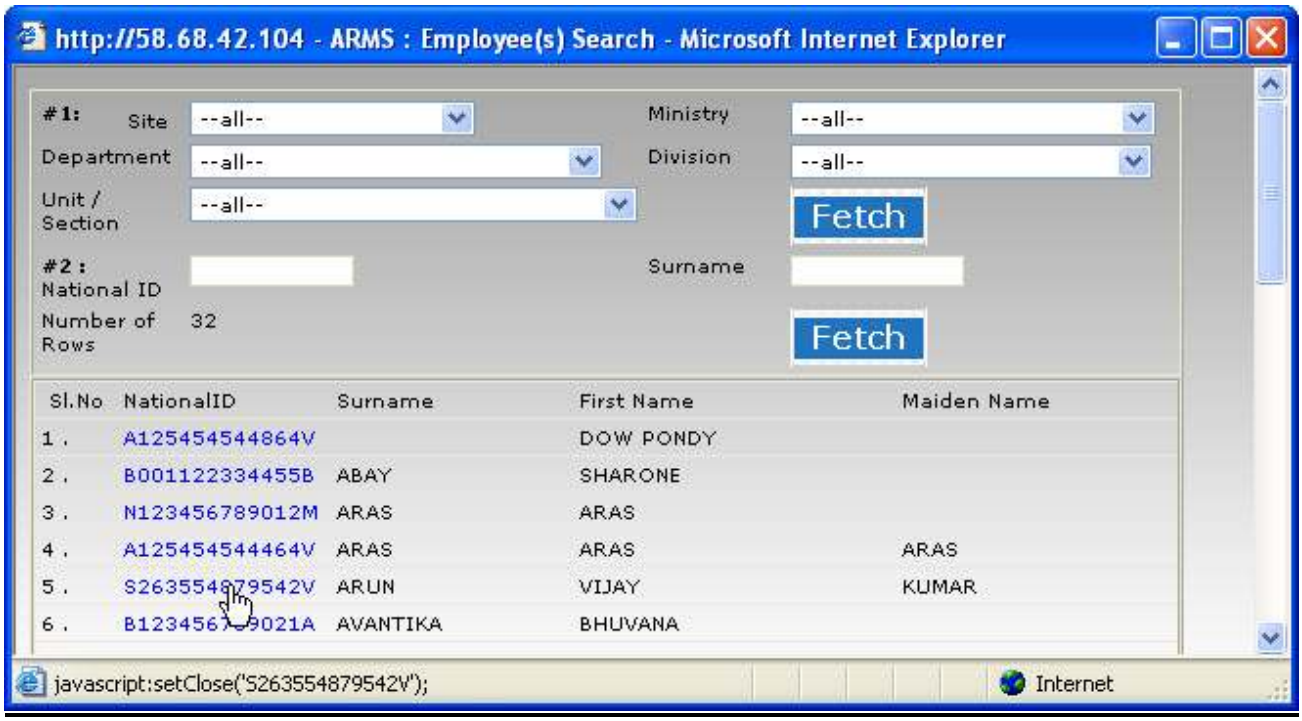
4. Then Click the "**ADD**" Button and then the "**SUBMIT**" Button.

5. The Information of the selected employees will be carried to the accessed Module for the user to proceed.

BROWSE BUTTON(FOR OTHER MODULES):

STEPS 1,2 AND 5 REMAINS THE SAME.

- After Step 2 just move the mouse on the National ID of the employee as shown below and Click It which leads to step 5.



- The Information of the selected employees will be carried to the accessed Module for the user to proceed.

Module: Masters

Ministry:

Access Mode**: Master---------- > Ministry**

Objective: To key in the Ministry Details.

To Create a New Ministry:

- Click the Create New Ministry link in the Ministry list page(refer the arrow indication)

Input:

- Ministry Name: Text "XXXXX" e.g "Ministry of Finance"
- Description: Text "XXXXXXXXXXXXXXX" e.g "Deals with Financial Affairs of the Country"

- During any part of the process before saving to navigate to the list page click **the "List Ministries"** link (refer arrow indication) in the page.
- After entering the mandatory fields and others Click "**SAVE**"
- To cancel or to clear the entries Click "**CANCEL**"

Output:

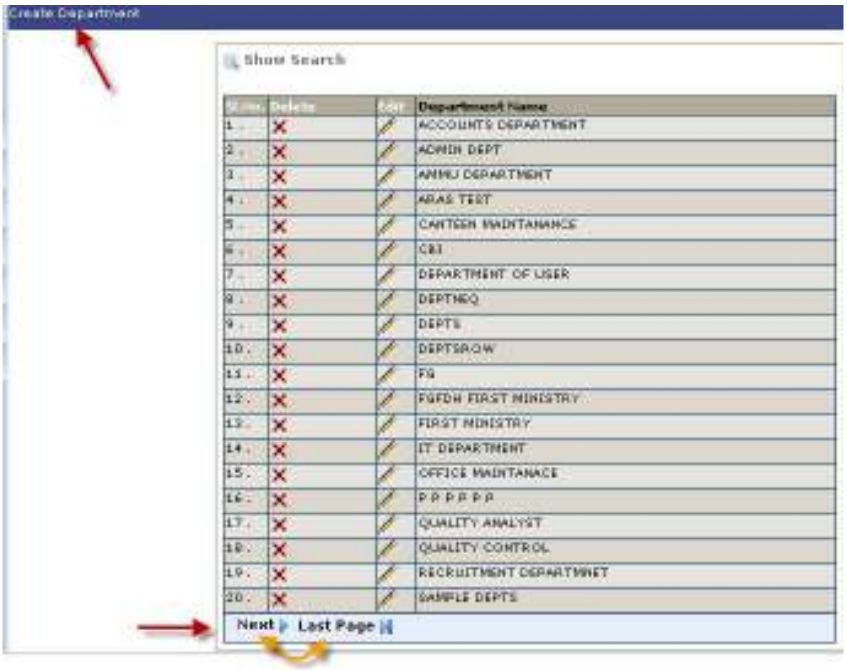
- Displays the below message and returns to the list page

Department:

Access Mode**: Master---------- > Department**

Objective: To key in the Department details pertaining to each Ministry.

On select and click of department in the menu the list page is displayed:



****List pages with more than 20 records will display the "NEXT" and "LASTPAGE" icons which help to navigate to the next page/last page for viewing the records (refer arrow indication)**

To Create a New Department:

- Click the Create New Department link in the Department list page (refer arrow indication in the above picture)

- On Clicking "**CANCEL"** all the information of the page will be cleared
- On Clicking **"List Departments"** the application returns to the list page of Department Sub Module(refer arrow indication)

Input:

- Department Name: Text "XXXXX" e.g "Test Department"
- Description: Text "XXXXXXXXXXXXXX"
- Select the Ministry by checking the checkbox of the concerned Ministry(refer arrow indication)
- Click "**Save"**, the following message is displayed

Output:

- On clicking “OK” the user is directed to the list page

Division:

Access Mode**: Master---------- > Division**

Objective: To key in the existing Divisions in a Ministry and Department

- On Clicking Division the user is directed to the List page:

Sl.No.	Delete	Edit	Division Name	Status
1 .			AAAAAASSSSSS	Active
2 .			AMMU DIVISION	Active
3 .			ARAS	Active
4 .			DEE DEE DEE DIVISION	Active
5 .			DEEPA TEST DIV	Active
6 .			DIVISION FOR USER	Active
7 .			DIVISION OF CIVIL SERVICE	Active
8 .			DIVISION OF JUNE	Active
9 .			FAST TRACK DIVISION	Inactive
10 .			IT DIVISION	Active
11 .			MAINTANACE	Active
12 .			RECRUITMENT DIVISION	Active
13 .			SDSDSSDF	Active
14 .			SPORTS DIVISION	Active
15 .			SSSSSS	Active

To Create a Division:

- Click the "**Create Division"** in the Division list page(refer arrow indication)

Input:

- The user is directed to the below page:

- Division Name: Text “XXXXX” e.g “Test Division”

- Description: Text “XXXXXXXXXXXXXXX” e.g “Division for Road Maintenance”

- Select by Clicking the Department (or) Ministry which ever is the last in the hierarchy of the Ministry before the division. If Division falls under a Department of the Ministry select the department alone (refer indication in the above screen).
- If the Division falls under the Ministry directly without any department in between, select the ministry alone by clicking the checkbox adjacent to the Ministry name (refer below screen).

- If No Division exists then it is not necessary to create any division.

Output:

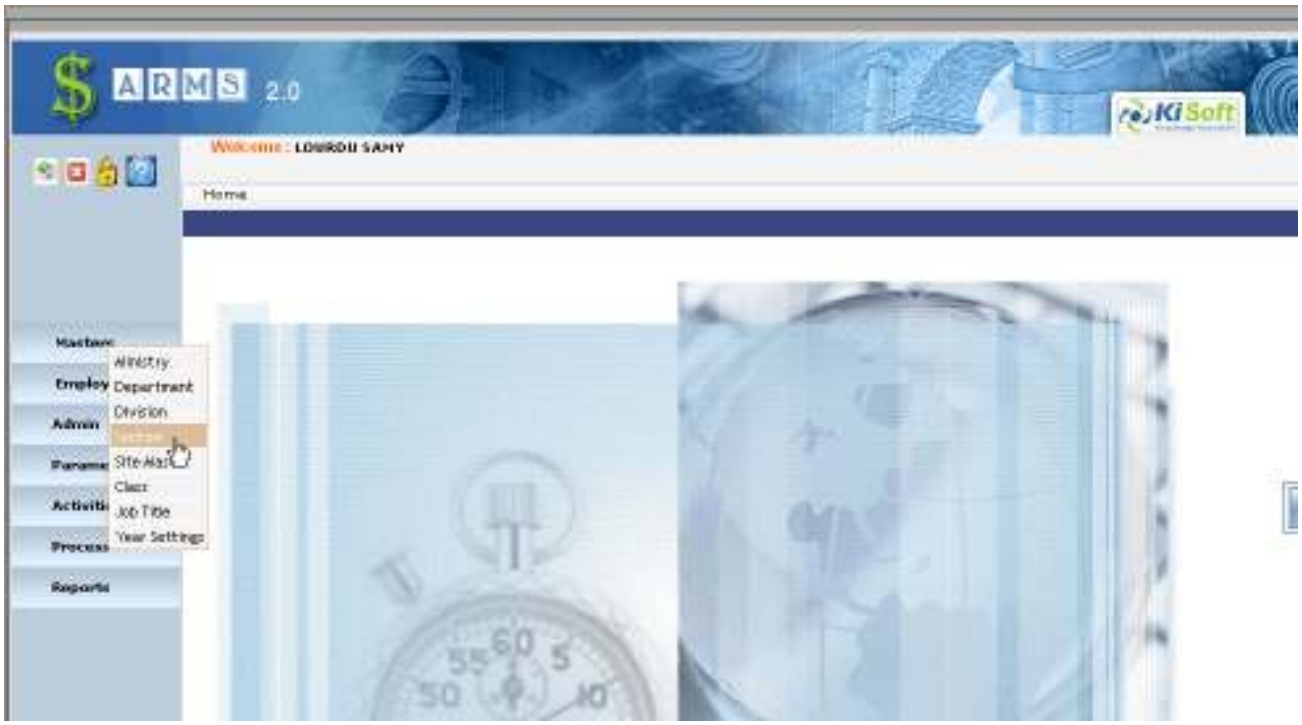
- Click “**Save”** which displays the below message

- On Clicking OK the information is saved and the user is directed to the list page
- On Clicking “**CANCEL”** all the information of the page will be cleared
- On Clicking **“List Division”** the application returns to the list page of Division Sub Module(refer arrow indication)

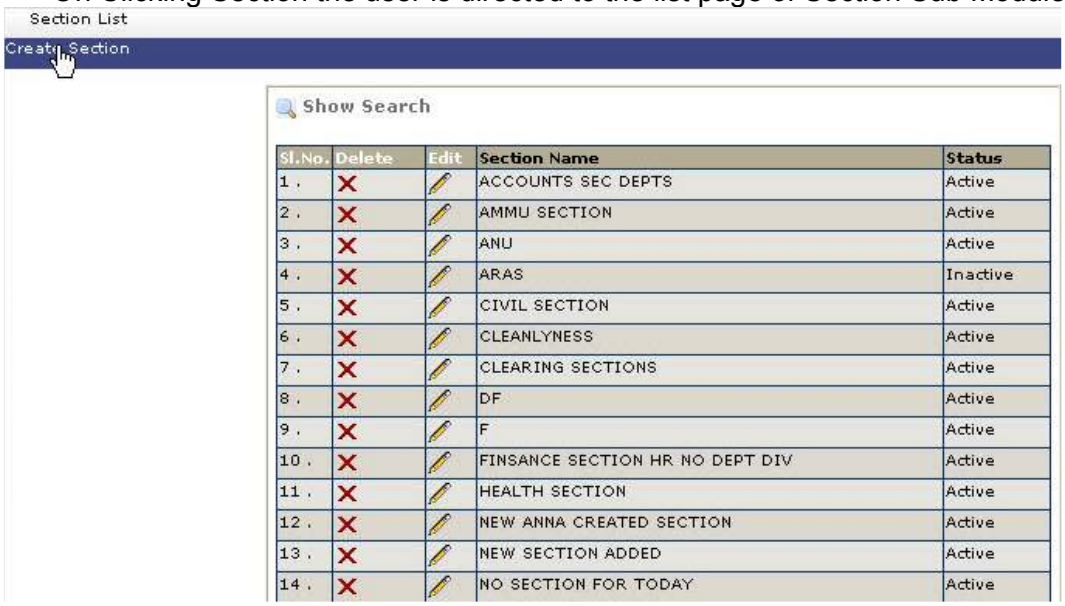
Section:

Access Mode**: Master---------- > Section**

Objective: To key in the available Section details.



- On Clicking Section the user is directed to the list page of Section Sub Module



Sl.No.	Delete	Edit	Section Name	Status
1 .			ACCOUNTS SEC DEPTS	Active
2 .			AMMU SECTION	Active
3 .			ANU	Active
4 .			ARAS	Inactive
5 .			CIVIL SECTION	Active
6 .			CLEANLYNESS	Active
7 .			CLEARING SECTIONS	Active
8 .			DF	Active
9 .			F	Active
10 .			FINSANCE SECTION HR NO DEPT DIV	Active
11 .			HEALTH SECTION	Active
12 .			NEW ANNA CREATED SECTION	Active
13 .			NEW SECTION ADDED	Active
14 .			NO SECTION FOR TODAY	Active

To Create a Section:

- Click the Create Section in the Section list page (refer indication above)

Input:

- Section Name: Text "XXXXX" e.g "Test Section"
- Description: Text "XXXXXXXXXXXXXX"
- Select the last link in the hierarchy of the section i.e. the division or the department or the Ministry of the Section which ever is applicable. For e.g if the section is linked to Admin Department of the concerned Ministry and not to any division though the ministry has division, just select the department by clicking the relevant checkbox. If it falls directly under that ministry only ministry name to be checked.

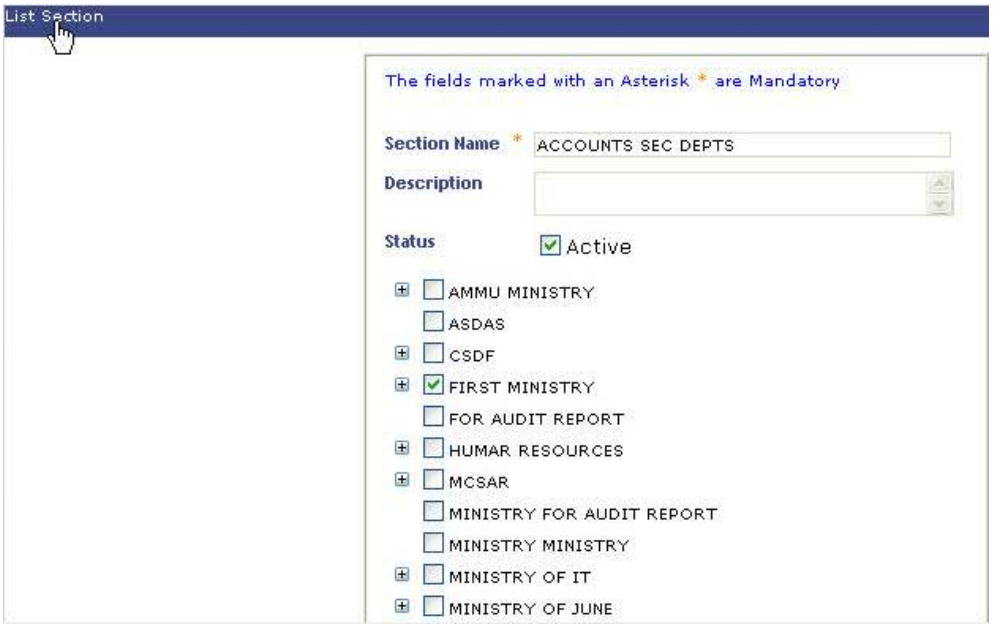
- If there is **NO section** under a Ministry create a section named **" No Section for Ministry XXXX(name of the Ministry)**".

- **Without completing the creation of SECTION in this way the application will not fetch the expected results in other modules as these are master fields. Only Department and Division if does not exist can be left without being created.**

- Click **"Save"** after completing the link as stated above. The following message is displayed

Output:

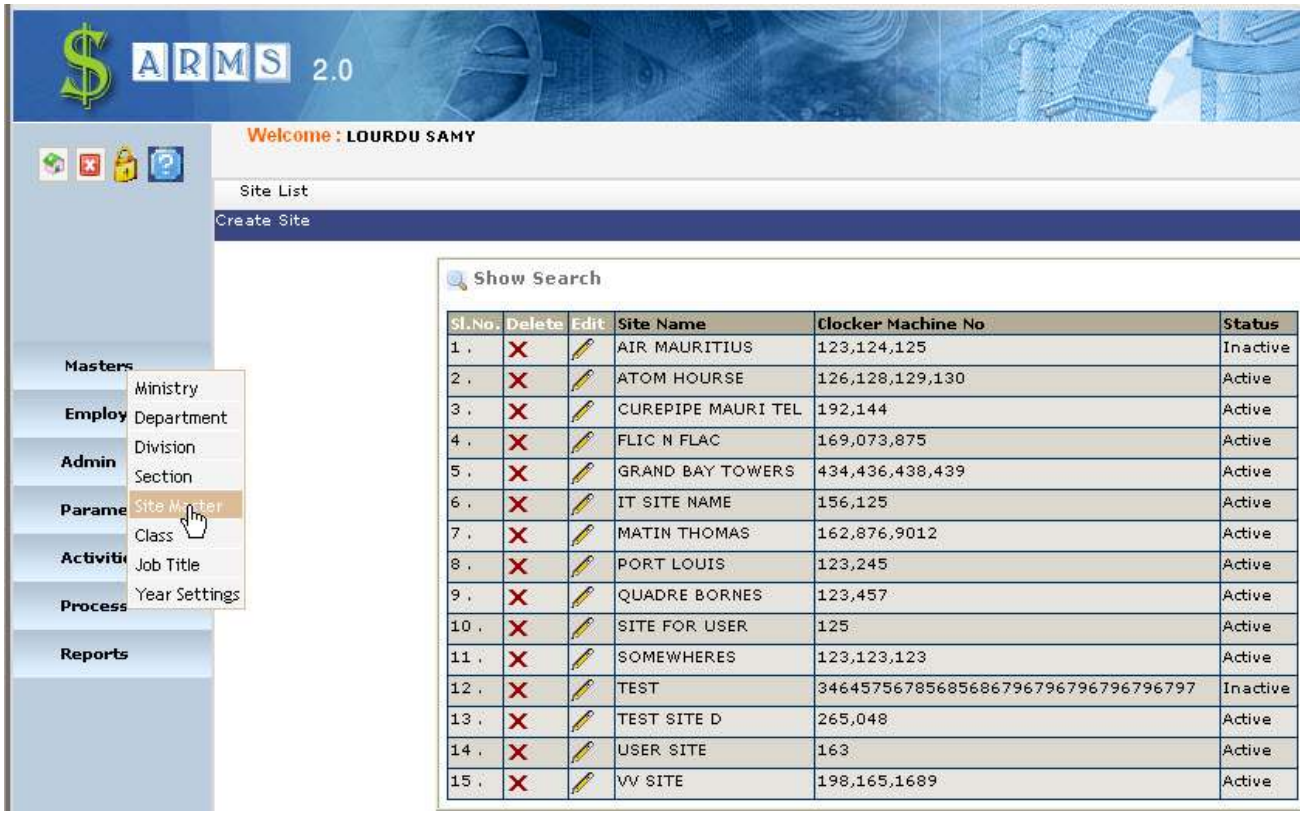
- On Clicking OK the information is saved and the user is directed to the list page
- On Clicking "**CANCEL"** all the information of the page will be cleared
- On Clicking **"List Section"** the application returns to the list page of Section Sub Module(refer indication below)



Site Master:

Access Mode**: Master---------- > Site**

Objective: To key in the Site Details.



- On Selecting the “Site Master” from the Menu the List page of site is displayed.

To Create a New Site:

- Click the Create Site in the Site list page (refer arrow indication)

Input:

- Site Name: Text “XXXXX” e.g “Test Site”
- Location: Text “XXXXXXXXXXXXXXX” e. g “ATOM House building
- Clocker Machine No: Numeric to be separated by comma”,” for every machine number (Machine no. has only 3 digits)
- Description: Text” XXXXXXXXXXXXXXX”
- On Clicking “**CANCEL”** all the information of the page will be cleared
- On Clicking **“List Site”** the application returns to the list page of Site Master Sub Module(refer comment above)
- Click **“Save”** after completing the link as stated above. The following message is displayed

Output:

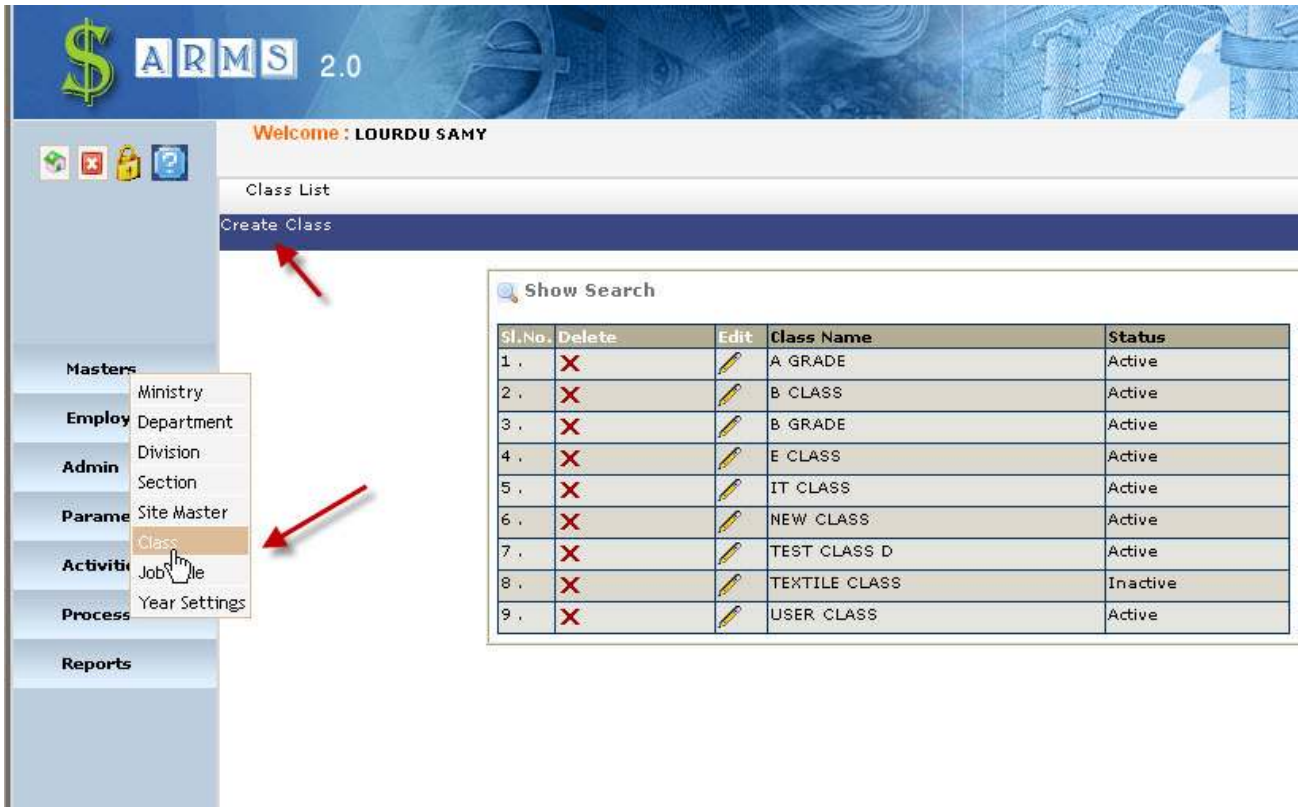
- On Clicking OK the information is saved and the user is directed to the list page

Class:

Access Mode**: Master---------- > Class**

Objective: To Create/Edit/View the **Class/Classes**

- Select the Class from the Menu to view the list page as below:



To Create a New Class:

- Click the "**Create Class"** in the Class list page (refer indication above) the below page is displayed:

Input:

- Class Name: Text “XXXXX” e.g “Test Class”
- Description: Text “XXXXXXXXXXXXXXX”
- On Clicking “**CANCEL”** all the information of the page will be cleared
- On Clicking **“List Class”** the application returns to the list page of Class- Sub Module(refer comment above)
- Click **SAVE** after the data is keyed in. The following message is displayed

Output:

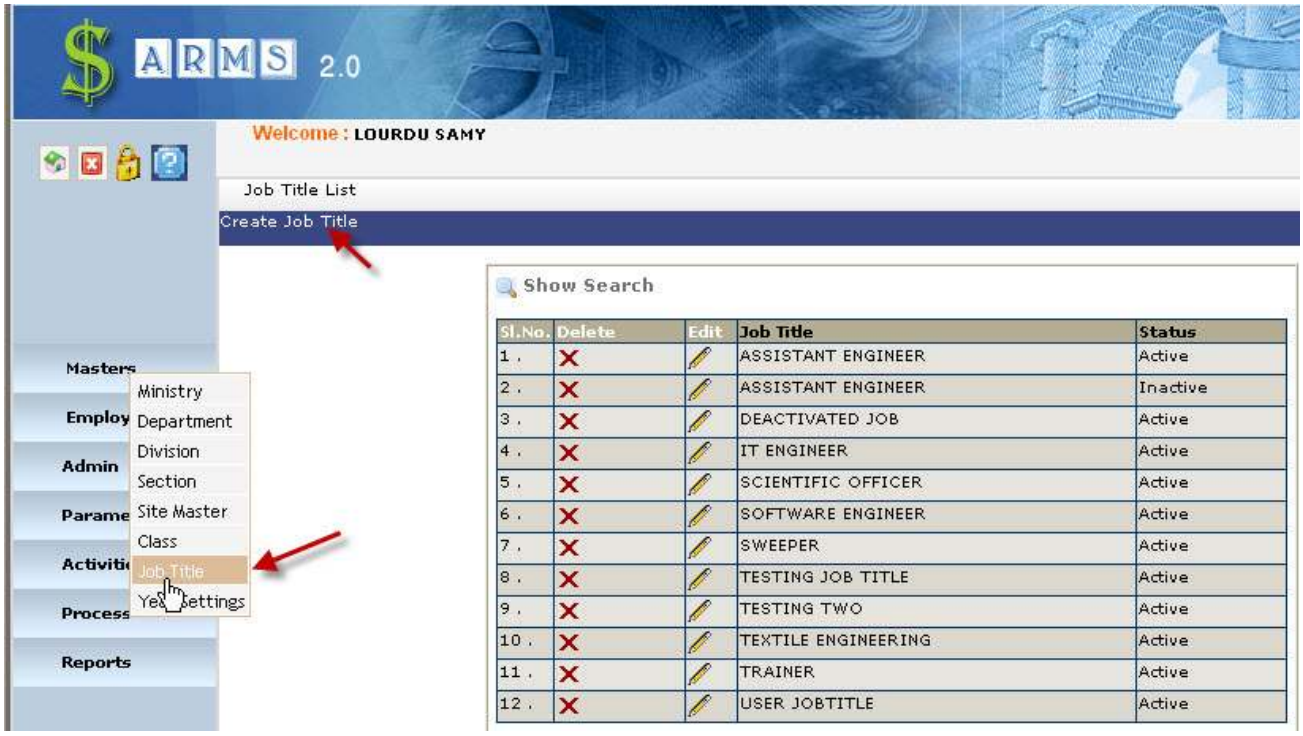
- On Clicking OK the information is saved and the user is directed to the list page

Job Title:

Access Mode**: Master---------- > Job Title**

Objective: To key in the available Job Titles.

- Select Job Title from the Menu to view the list page (refer indication below)



To Create a New Job Title:

- Click the **"Create Job Title"** link in the Job Title list page(refer indication above)

Input:

- Job Title: Text “XXXXX” e.g “Executive Admin” (refer comment above)
- Description: Text “XXXXXXXXXXXXXXX”
- On Clicking “**CANCEL”** all the information of the page will be cleared
- On Clicking **“List Job Title”** the application returns to the list page of Class- Sub Module(refer comment above)
- Click “**SAVE”** after the data is keyed in. The following message is displayed

Output:

- On Clicking OK the information is saved and the user is directed to the list page

Year Settings:

Access Mode**: Master---------- > Year Settings**

Objective: To key in the Maximum Hours to be covered for Over Time Eligibility of the Financial/Accounting Year.

- Select the Year Settings in the Menu as displayed below and it will direct to the list page(refer indication below)

Sl.No.	Edit	Attendance Year	OT Limit (MM)
1 .		2005	2005
2 .		2006	6000
3 .		2007	2400
4 .		2008	2400
5 .		2009	2400
6 .		2010	2000
7 .		2011	2400
8 .		2012	1600
9 .		2013	1700

To Create a New - Year Setting:

- Click the **"Create Year"** in the Year list page (refer comment above), the user is directed to the below screen:

Input:

- Year Title: Numeric e.g “2005” (Only current year of implementation of the system to be entered)(refer comment above).
- Enter the OT Limit (the maximum hours to be covered for OT Eligibility) in OT Time [Min] per Week – Hours in numeric format e.g “2400”
- On Clicking “**CANCEL”** all the information of the page will be cleared
- On Clicking **“List Years”** the application returns to the list page of Year Settings- Sub Module(refer comment above)
- Click “**SAVE”** after the data is keyed in. The following message is displayed

Output:

- On Clicking OK the information is saved and the user is directed to the list page

Module: EMPLOYEE

The Employee Module has the following Sub Modules:

Employee List:

Access Mode**: Employee---------- > Employee List**

Objective: To store and have Quick view on details of Employees.

- On Clicking the Employee List menu the user is directed towards the Employee list page as shown below:

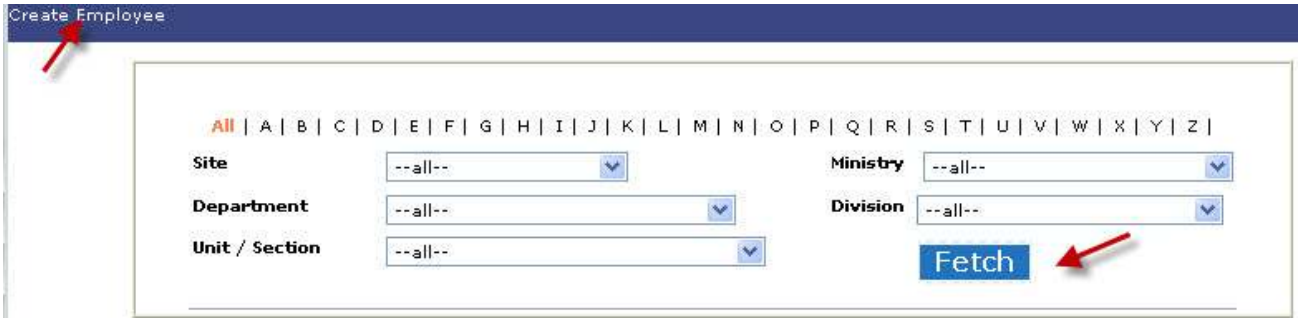
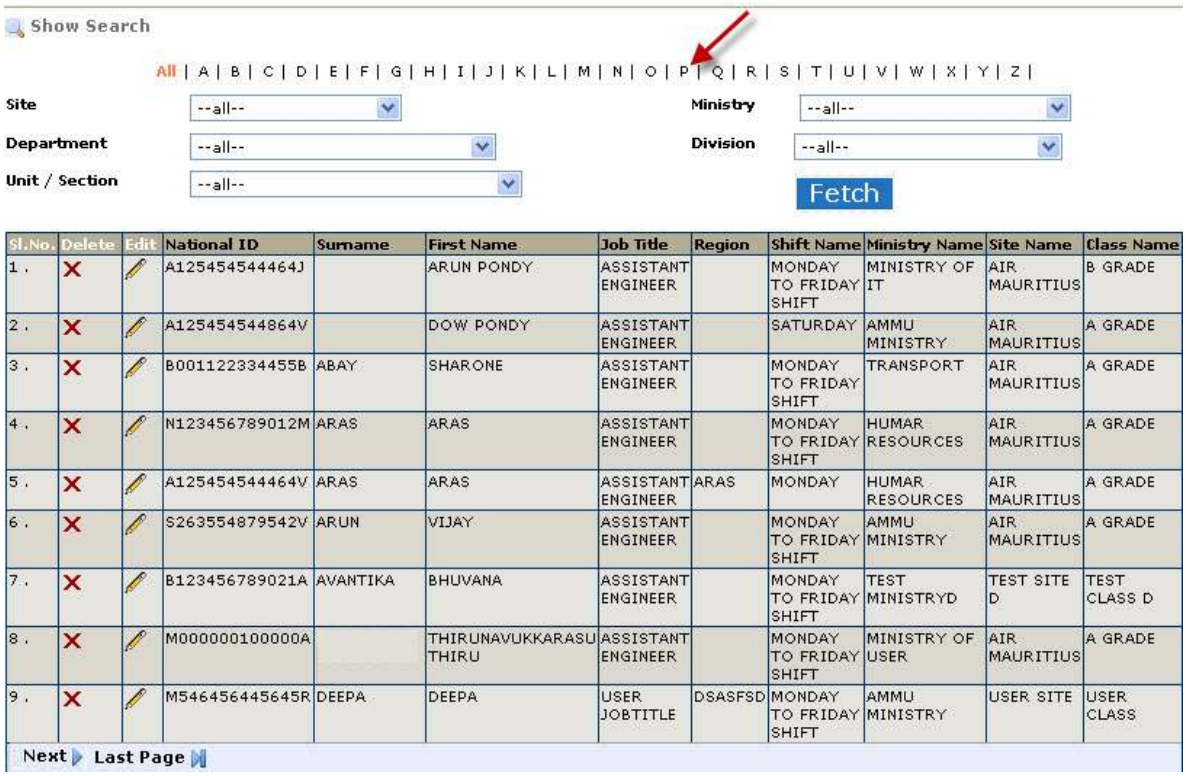


fig (1)

- Click the Fetch Button to the view the list of all the employees as listed below:



Sl.No.	Delete	Edit	National ID	Surname	First Name	Job Title	Region	Shift Name	Ministry Name	Site Name	Class Name
1.	X		A125454544464J		ARUN PONDY	ASSISTANT ENGINEER		MONDAY TO FRIDAY SHIFT	MINISTRY OF IT	AIR MAURITIUS	B GRADE
2.	X		A125454544864V		DOW PONDY	ASSISTANT ENGINEER		SATURDAY	AMMU MINISTRY	AIR MAURITIUS	A GRADE
3.	X		B001122334455B	ABAY	SHARONE	ASSISTANT ENGINEER		MONDAY TO FRIDAY SHIFT	TRANSPORT	AIR MAURITIUS	A GRADE
4.	X		N123456789012M	ARAS	ARAS	ASSISTANT ENGINEER		MONDAY TO FRIDAY SHIFT	HUMAR RESOURCES	AIR MAURITIUS	A GRADE
5.	X		A125454544464V	ARAS	ARAS	ASSISTANT ENGINEER	ARAS	MONDAY	HUMAR RESOURCES	AIR MAURITIUS	A GRADE
6.	X		S263554879542V	ARUN	VIJAY	ASSISTANT ENGINEER		MONDAY TO FRIDAY SHIFT	AMMU MINISTRY	AIR MAURITIUS	A GRADE
7.	X		B123456789021A	AVANTIKA	BHUVANA	ASSISTANT ENGINEER		MONDAY TO FRIDAY SHIFT	TEST MINISTRYD	TEST SITE D	TEST CLASS D
8.	X		M000000100000A		THIRUNAVUKKARASU THIRU	ASSISTANT ENGINEER		MONDAY TO FRIDAY SHIFT	MINISTRY OF USER	AIR MAURITIUS	A GRADE
9.	X		M546456445645R	DEEPA	DEEPA	USER JOBTITLE	DSASFSD	MONDAY TO FRIDAY SHIFT	AMMU MINISTRY	USER SITE	USER CLASS

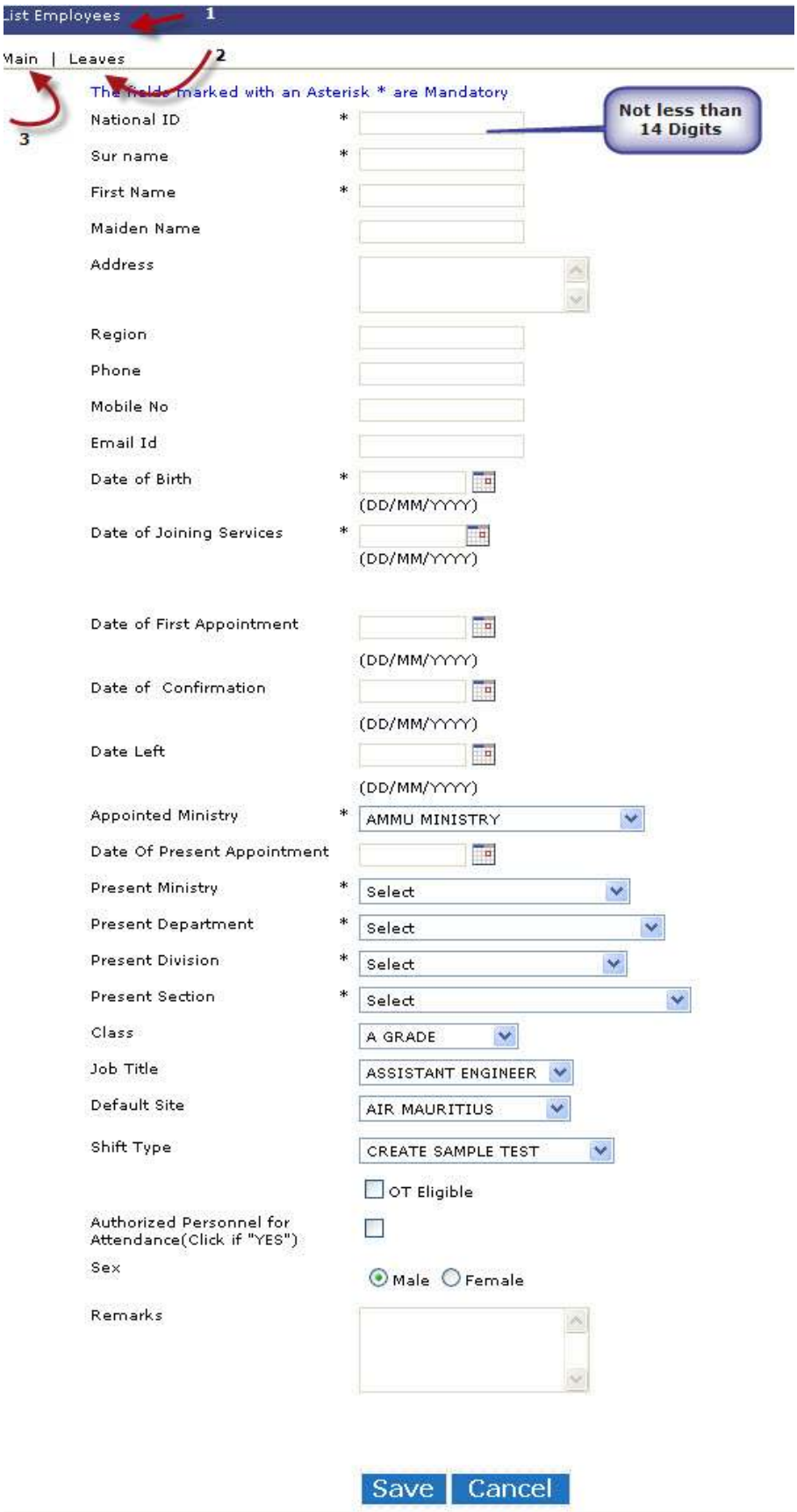
Next Last Page

- Employees can be selected using the search option (as detailed earlier in page no. 12-14).
- Employees can be select based on alphabets by following the below steps:

    1. Select the first alphabet of the **employee's Surname** by clicking on the alphabet
    2. Then Click the fetch button, it will display all the employees starting with the selected alphabet

Click the **"Create Employee"** link (refer indication in fig (1)) to navigate to the below page

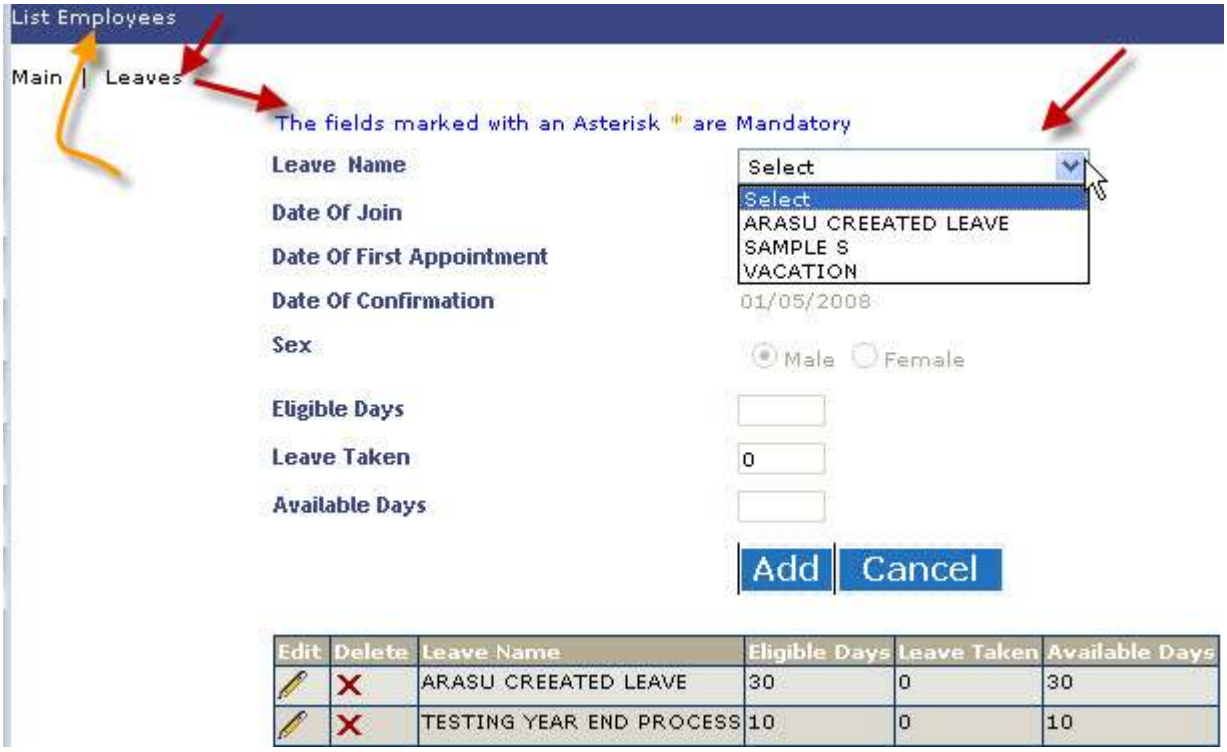
To Create / Add New Employee:


List Employees
1
Main | Leaves
2
3
The fields marked with an Asterisk * are Mandatory
National ID *
Not less than 14 Digits
Sur name *
First Name *
Maiden Name
Address
Region
Phone
Mobile No
Email Id
Date of Birth *
(DD/MM/YYYY)
Date of Joining Services *
(DD/MM/YYYY)
Date of First Appointment
(DD/MM/YYYY)
Date of Confirmation
(DD/MM/YYYY)
Date Left
(DD/MM/YYYY)
Appointed Ministry *
AMMU MINISTRY
Date Of Present Appointment
Present Ministry *
Select
Present Department *
Select
Present Division *
Select
Present Section *
Select
Class
A GRADE
Job Title
ASSISTANT ENGINEER
Default Site
AIR MAURITIUS
Shift Type
CREATE SAMPLE TEST
OT Eligible
Authorized Personnel for Attendance(Click if "YES")
Sex
Male
Female
Remarks
Save
Cancel

Input:

- To Navigate back to the List page click **"List Employees"** (refer indication above)
- National ID: Alphanumeric "XXXXXX" e.g "S587582157144N"
- Surname: Text "XXXXXXXXXXXXXXX" e.g "Raghunathan"
- First Name: Text "XXXXXXXXXXXXXXX" e.g "Sudha"
- Maiden Name: Text "XXXXXXXXXXXXXXX" e.g "Sannassi"
- Address: Alphanumeric e.g "34 Laplace street"
- Region: Text "XXXX" ,"La Louis"
- Phone No. : Numeric, e.g 2345854
- Mobile No .: Numeric, e.g 9478562
- Email id: email format e.g testref@gmail.com
- Date of Birth = "DD/MM/YYYY". The date can be selected from the calendar next to the box.
- Date Of Joining Services = "DD/MM/YYYY". The date can be selected from the calendar next to the box.
- Date of First Appointment = "DD/MM/YYYY". The date can be selected from the calendar next to the box.
- Date of Confirmation = = "DD/MM/YYYY". The date can be selected from the calendar next to the box.
- Date Left = "DD/MM/YYYY" (applicable only for left employees). The date can be selected from the calendar next to the box.
- **'Date Left'** for the employee should be entered who will be no more working for the Organization, so that the employee name will not be displayed in the absent list.
- Appointed Ministry – To be selected from the provided dropdown.
- Date of Present Appointment = "DD/MM/YYYY". The date can be selected from the calendar next to the box. (applicable for employee who have the appointed and present ministry as different ministries)
- Select the Present Ministry from the dropdown, the page will load the relevant departments.
- Select the Present department from the dropdown on selection the page will load the relevant divisions under the selected department else **NONE** if no department.
- Select the division of the employee or **NONE** if no division.

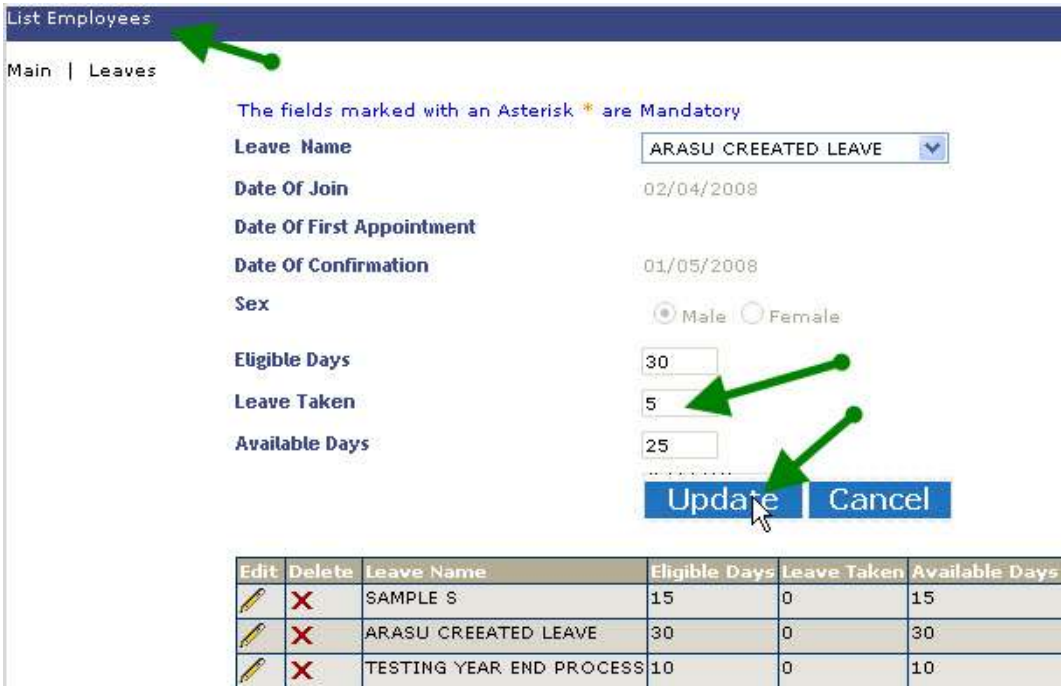
- Select the section of the employee or the **section created** to **indicate** that there is **no section** for the selected division or department or Ministry.(Please refer notes on creation of section stated earlier)
- Select the applicable Class, Job Title, Default site and Shift Type from the provided Dropdown list box list boxes.
- Click the Check boxes of OT eligible and Authorized Personnel for attendance, if the concerned employee is eligible for OT and if he/she is an authorized personnel to authorize attendance / leave through the application via Bulk-Attendance, Bulk-Permission, Leave Entry, Seminar Settings Modules.
- Select the Option for sex by clicking Male (or) Female
- Fill in the Remarks , if any, e.g Text "XXXXXXXXXXXXXXXXXX"
- Click the "**Leaves"** link (refer arrow indication above) to navigate to the below page to set the leaves for the concerned employee based on his eligibility.



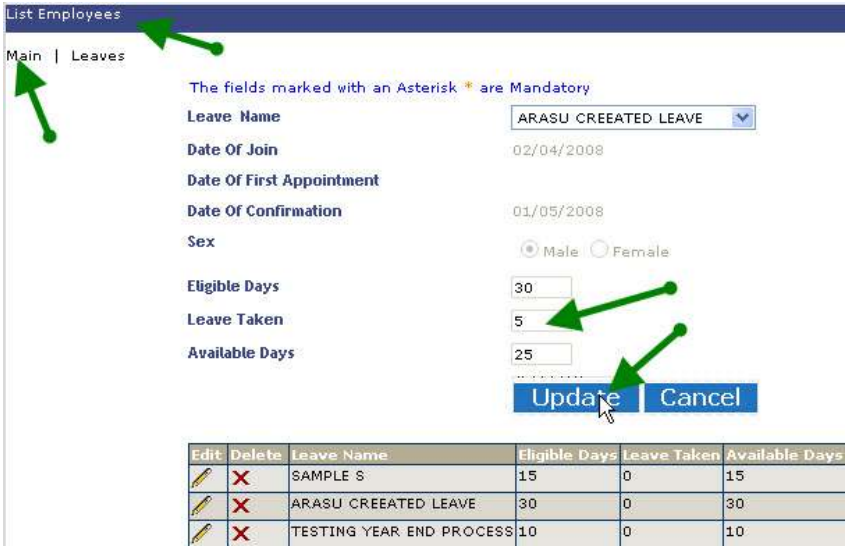
- On Clicking "List Employees" link in the "Main" / "Leaves" page the user can return to the list page. If the user returns to the list page from the "Leaves" page the information will be saved and where as if he returns from the Main page before saving he will lose the entered information.

- Select the Leave Name to be availed to the employee from the dropdown (as indicated) from the list of leaves which the employee is eligible for. System by default loads the dropdown with the eligible leaves the user needs to just select the leave to assign and the form will be loaded with the relevant details as below:

- After the system has loaded with the eligible days (these data are based on the values and parameters set while creating the Leave Type in the Parameters Module). The user can edit the eligible days, leave taken if any based on the previous records existing prior to the implementation of this application.
- On editing the eligible days and leave taken the system automatically calculates and displays the available days.
- Click **ADD** to add the selected leave to the grid as displayed above.
- System provides "**EDIT**" and "**DELETE**" option to enable the user to do edit and delete at any part of time during the above process of assigning a leave type to the concerned employee.
- On Clicking "**EDIT**", the below screen is displayed:



- On Clicking Edit the corresponding leave details is displayed as above
- Do the necessary changes and "**UPDATE**" it



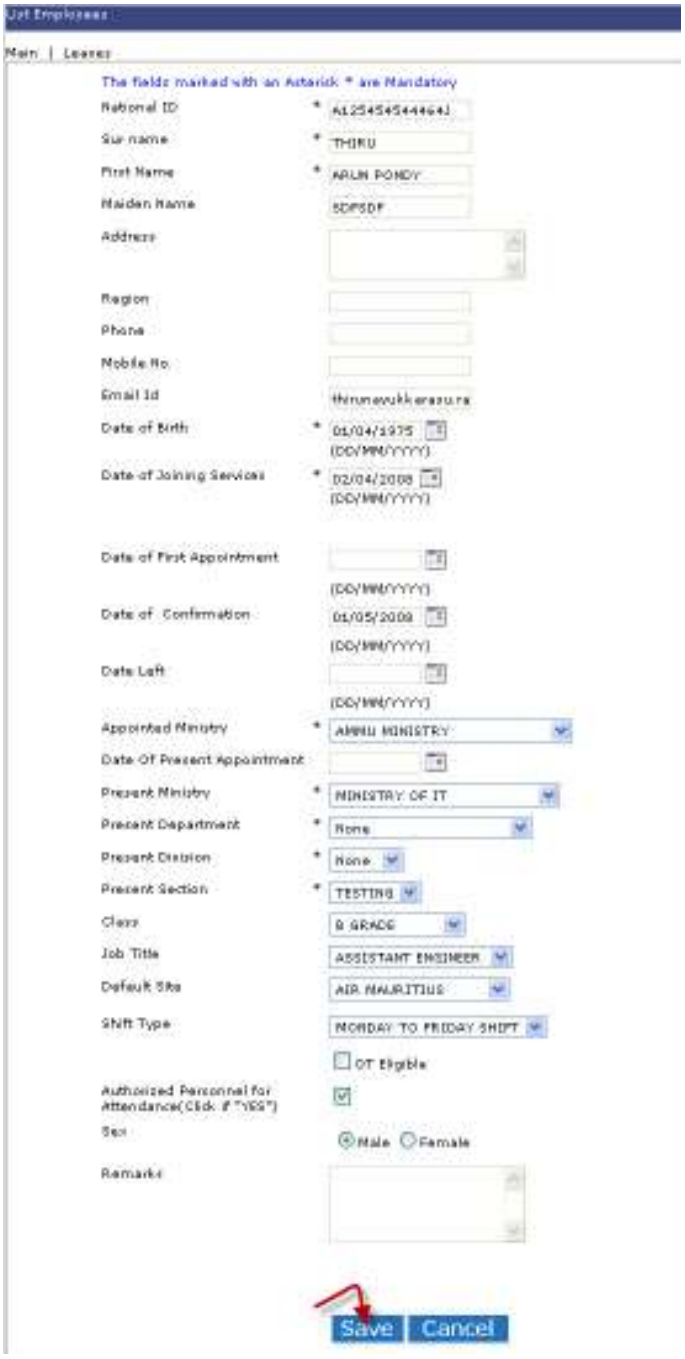
- Click “**MAIN”** link to return to the Main page of the “Create Employee” sub module (refer fig(2) below)

- Click **SAVE**

Output:

- The below message is displayed

- Click “**OK”** and the screen will navigate to list page.


List Employees
Main | Leaves
The fields marked with an Asterick * are Mandatory
National ID * A1254545444641
Sur name * THIRU
First Name * ARUN PONDY
Maiden Name SDFSDF
Address
Region
Phone
Mobile No
Email Id thirunavukkarasu.ra
Date of Birth * 01/04/1975 (DD/MM/YYYY)
Date of Joining Services * 02/04/2008 (DD/MM/YYYY)
Date of First Appointment (DD/MM/YYYY)
Date of Confirmation 01/05/2009 (DD/MM/YYYY)
Date Left (DD/MM/YYYY)
Appointed Ministry * AMMU MINISTRY
Date Of Present Appointment
Present Ministry * MINISTRY OF IT
Present Department * None
Present Division * None
Present Section * TESTING
Class B GRADE
Job Title ASSISTANT ENGINEER
Default Site AIR MAURITIUS
Shift Type MONDAY TO FRIDAY SHIFT
OT Eligible
Authorized Personnel for Attendance(Click if "YES")
Sex Male Female
Remarks
Save Cancel

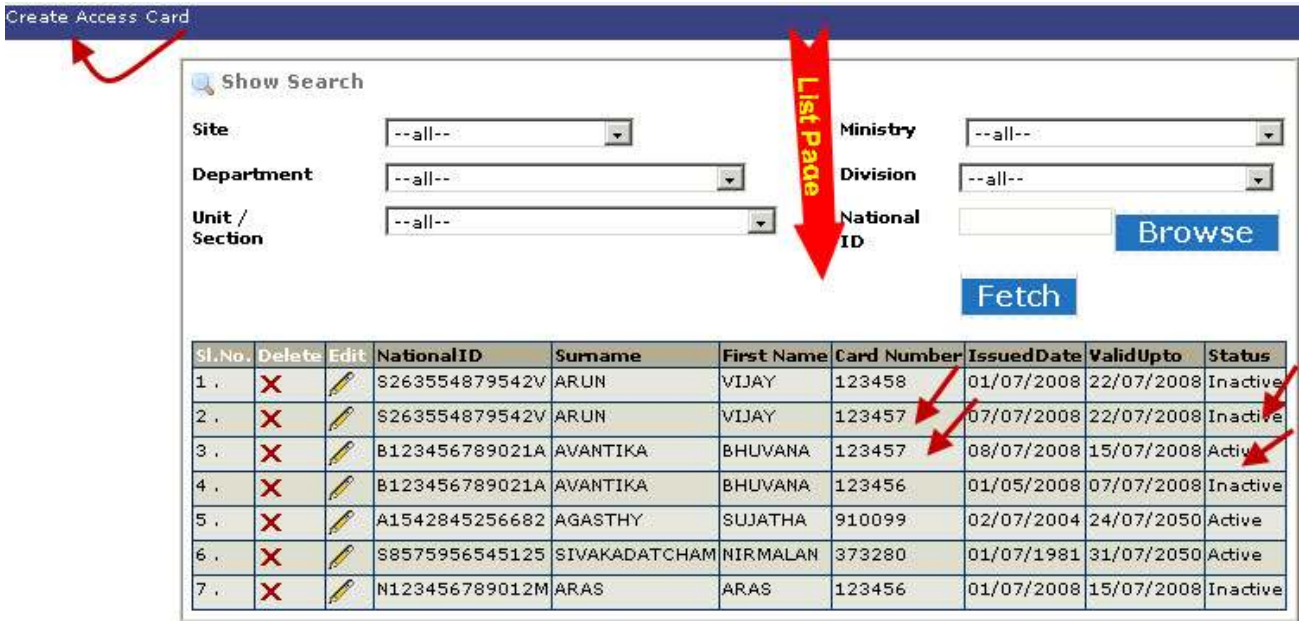
fig(2)

Card Settings:

Access Mode**: Employee---------- > Card Settings**

Objective: To key in and view the Details of employee issued with access card and details pertaining to the card.

- On Clicking the "**FETCH**" button the list page will be displayed as below:



Sl.No.	Delete	Edit	NationalID	Surname	First Name	Card Number	IssuedDate	ValidUpto	Status
1.			S263554879542V	ARUN	VIJAY	123458	01/07/2008	22/07/2008	Inactive
2.			S263554879542V	ARUN	VIJAY	123457	07/07/2008	22/07/2008	Inactive
3.			B123456789021A	AVANTIKA	BHUVANA	123457	08/07/2008	15/07/2008	Activ
4.			B123456789021A	AVANTIKA	BHUVANA	123456	01/05/2008	07/07/2008	Inactive
5.			A1542845256682	AGASTHY	SUJATHA	910099	02/07/2004	24/07/2050	Active
6.			S8575956545125	SIVAKADATCHAM	NIRMALAN	373280	01/07/1981	31/07/2050	Active
7.			N123456789012M	ARAS	ARAS	123456	01/07/2008	15/07/2008	Inactive

- An access card number can be assigned to another person by changing the **STATUS** of the existing person as inactive using the edit option
- Edit option allows only to change the status and the validity period and is restricted on user access.

To Create / Add New Access Card detail:

- Click the "**Create Access Card"** link in the Access Card List page (refer indication above)

- On clicking the **"List Card"** link the user can navigate back to the list page(refer indication above)

Input:

National ID: Fetch by Clicking browse button (refer operation mode detailed in page 20 above)

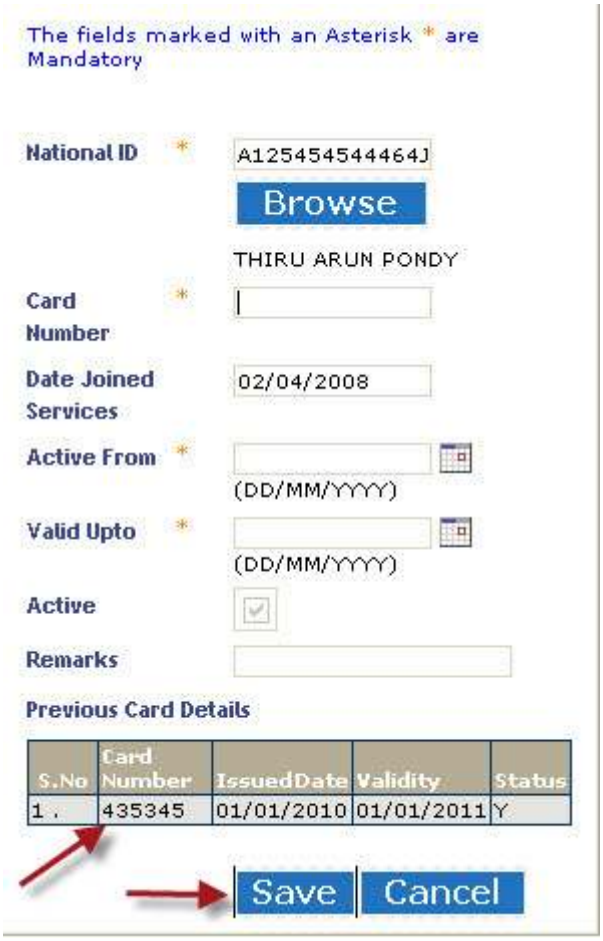
Card Number: Six digit number e.g "123456" of access card provided to the employee

Active From: Date format DD/MM/YYYY (Card date of activation)

Valid Upto: Date format DD/MM/YYYY (Card Expiry Date)

Remarks: Text e.g "XXXX" Enter Remarks if any.

The system will display the previous card details, if any as below:



- Click **SAVE**
- The below message is displayed

- On Clicking **OK** the screen navigates to the List page.

- While creating the new access card number, if the user had entered the already existing Access card number, the following pop-up window will be displayed.

- On Clicking **OK** the screen navigates to the List page.

Clocking For Night Shift Employees:

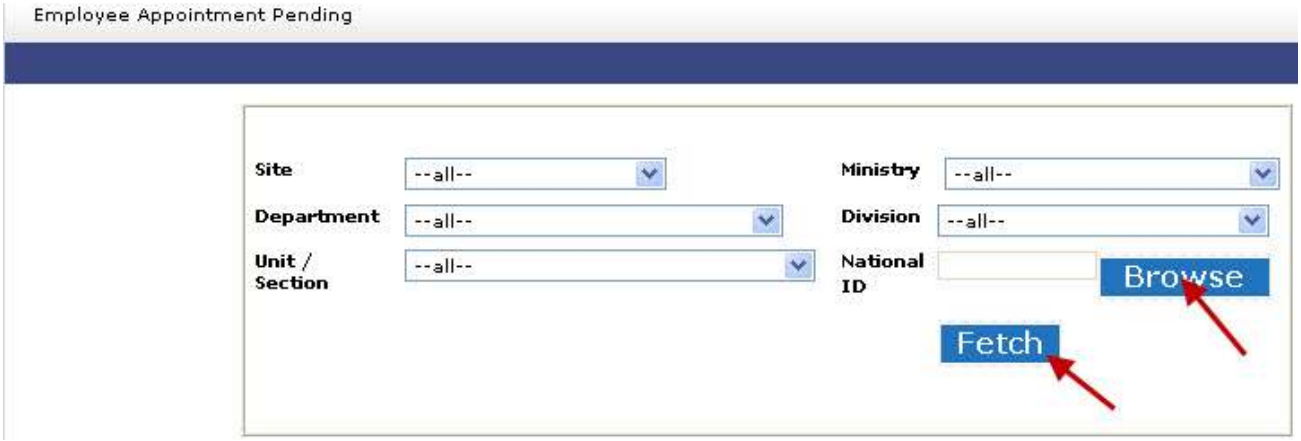
When a Night Shift Employee clocks out, a Special Card should be used.

- At the time of Clocking In, only Access Card should be used.
- At the time of Clocking Out, first the Special Card and immediately the Access Card should be used.

Appointment Pending:

Access Mode**: Employee---------- >Appointment Pending**

Objective: To Provide details on Employee's appointment status. (List of Employees who do not have the Date of Confirmation provided in the Employee details)



- On clicking the **FETCH** button the list is displayed as below:

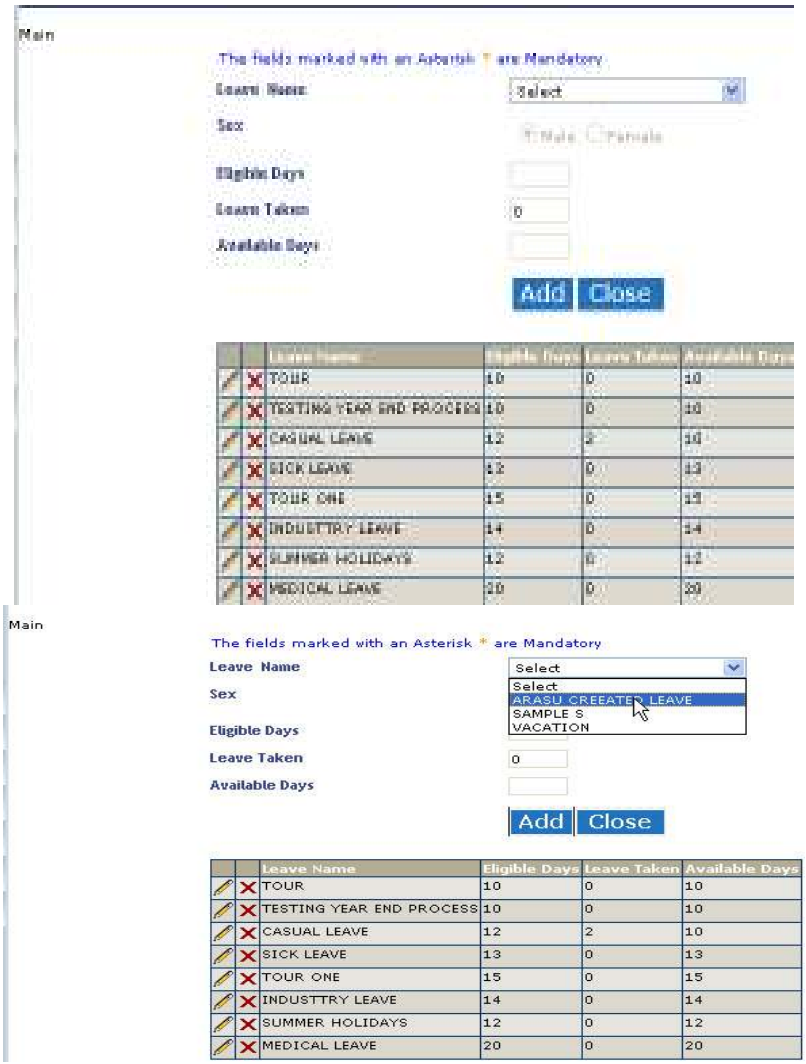
- On Clicking the edit image (refer indication above) the screen navigates to the below page:

Input:

- Date of Confirmation: Date format “DD/MM/YYYY”. Date can be even selected by Clicking the calendar image adjacent to the text box.

- Then click “Leaves” refer indication above to navigate to the below page to assign leaves to the employees, this action will automatically save the date of confirmation to the employee details before navigating to the below page:

- Even if the user clicks the save page the application in the **MAIN** page without proceeding with the above step, still the application by itself navigates to the below page for assigning leaves that are applicable from Date Of Confirmation along with leave details of Current year being displayed as a table below for easy reference.



- Select the Leave Name from the dropdown list box

- Rest of the Procedures remain the same to “LEAVES” page of employee details entry page (refer page no. 42 – 44).

Output:

- On Clicking "**ADD**" after selecting a leave type and keying the values it prompts for a **"SAVE MESSAGE"** as below:

- On Clicking **Close** the below message is displayed and the screen navigates to the List page:

MODULE – ADMIN

The Module has the following sub modules (refer indication below)

User Groups:

Access Mode**: Admin ---------- > User Groups**

Objective: To view the list of user groups available and to create new user groups

To Create a User Group

- Click the "**Create User Group"** in the User Group List page (refer indication above)

- On Clicking **"List User Groups"** link (refer indication above) the user can navigate to the list page.

Input:

- **Group Name**: Text "XXXX" e.g " Test group"
- **Description**: Text "XXXXXXXXXXXXXXX", if any.
- Click **SAVE**

Output:

- The below message is displayed to confirm the action :

- On Clicking **OK** the screen navigates to the list page

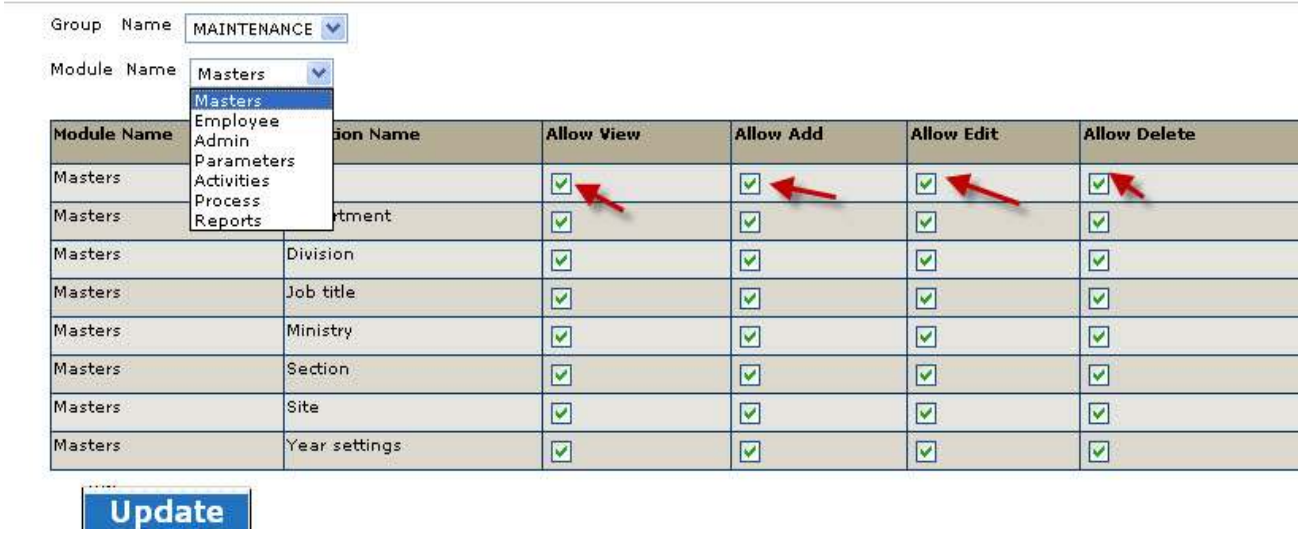
Group Access:

Access Mode**: Admin---------- > Group Access**

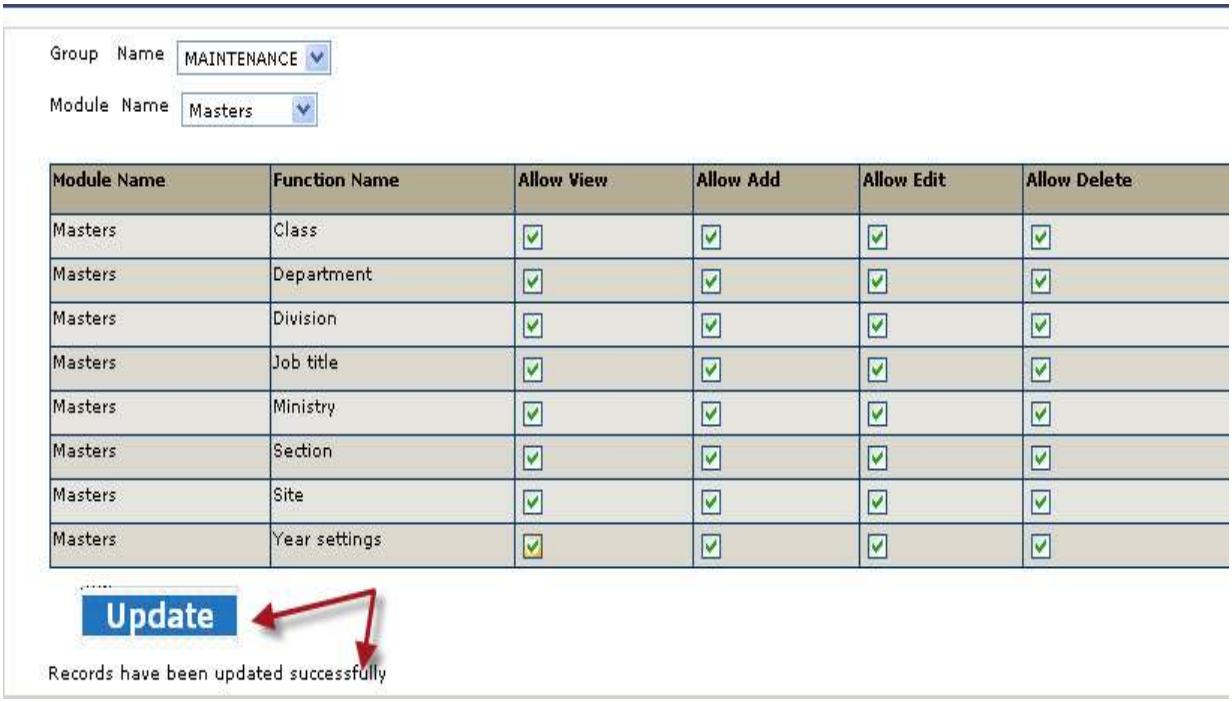
Objective: To Manage the access of different user groups for accessing the application

Input:

- Select **Group name** from the dropdown list box
- Select **Module Name** from the dropdown list box



- Click the check box of "**Allow View**", "**Allow Add**", **"Allow Edit**", "**Allow Delete**" based on the access to be provided for the corresponding function



- Click the update button to apply the settings to the concerned user group.

Output:

- Click **UPDATE**

- Update message is displayed below the grid as displayed above(refer indication)

- The access needs to be for every module and its functions in order to have proper functioning in accordance to preferred user rights.

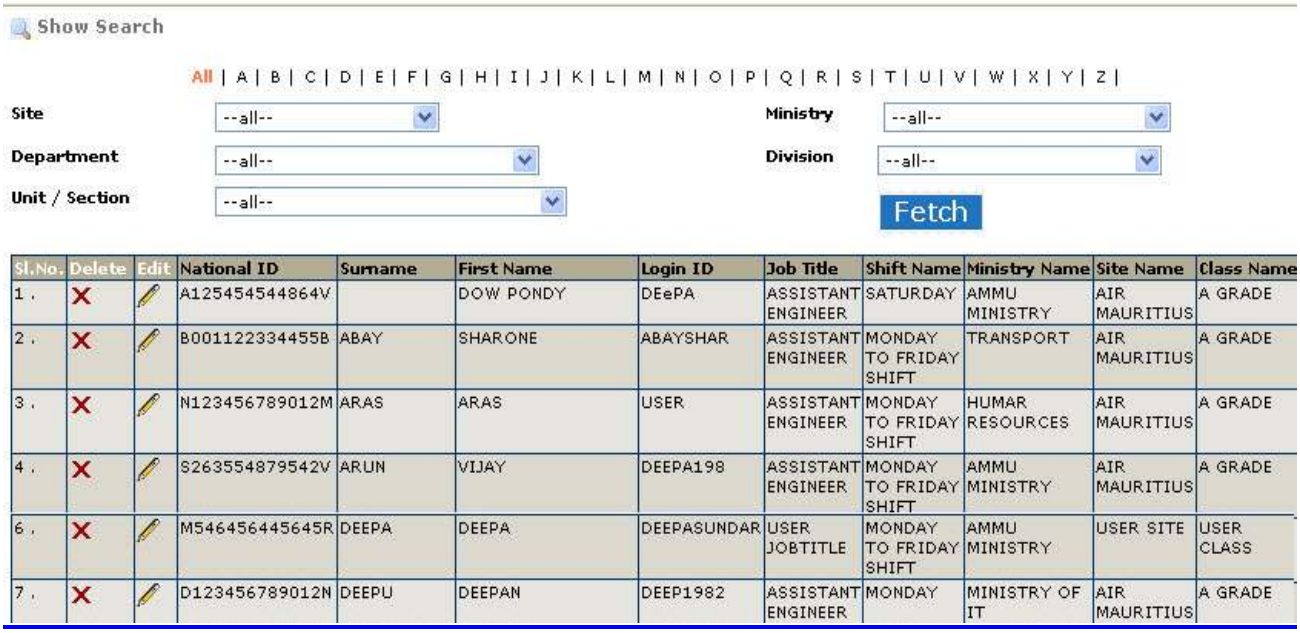
Users:

Access Mode**: Admin---------- > Users**

Objective: To view the list of Users and details pertaining to user loginID, User group etc. It supports the administrator to manage and create different users under different user groups.

- On Clicking the **USERS** menu the screen navigates to the below page:

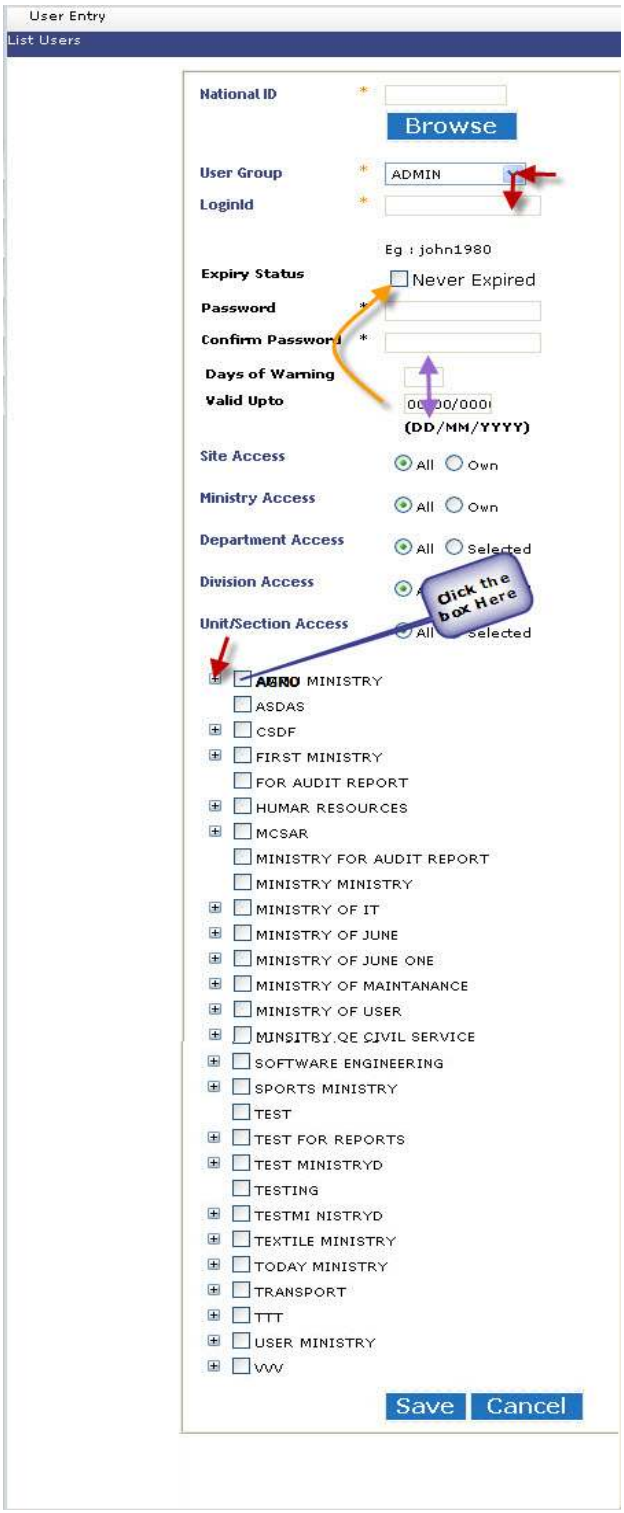
- On clicking the FETCH button (refer indication) the page is displayed with list as below:



Sl.No.	Delete	Edit	National ID	Surname	First Name	Login ID	Job Title	Shift Name	Ministry Name	Site Name	Class Name
1.	X		A125454544864V		DOW PONDY	DEePA	ASSISTANT ENGINEER	SATURDAY	AMMU MINISTRY	AIR MAURITIUS	A GRADE
2.	X		B001122334455B	ABAY	SHARONE	ABAYSHAR	ASSISTANT ENGINEER	MONDAY TO FRIDAY SHIFT	TRANSPORT	AIR MAURITIUS	A GRADE
3.	X		N123456789012M	ARAS	ARAS	USER	ASSISTANT ENGINEER	MONDAY TO FRIDAY SHIFT	HUMAR RESOURCES	AIR MAURITIUS	A GRADE
4.	X		S263554879542V	ARUN	VIJAY	DEEPA198	ASSISTANT ENGINEER	MONDAY TO FRIDAY SHIFT	AMMU MINISTRY	AIR MAURITIUS	A GRADE
6.	X		M546456445645R	DEEPA	DEEPA	DEEPASUNDAR	USER JOBTITLE	MONDAY TO FRIDAY SHIFT	AMMU MINISTRY	USER SITE	USER CLASS
7.	X		D123456789012N	DEEPU	DEEPAN	DEEP1982	ASSISTANT ENGINEER	MONDAY	MINISTRY OF IT	AIR MAURITIUS	A GRADE

To Create a User

- On Clicking the **"Create User"** the screen navigates to the below page:


User Entry
List Users
National ID
Browse
User Group
ADMIN
LoginId
Eg : john1980
Expiry Status
Never Expired
Password
Confirm Password
Days of Warning
Valid Upto
(DD/MM/YYYY)
Site Access
All
Own
Ministry Access
All
Own
Department Access
All
Selected
Division Access
Unit/Section Access
Click the box Here
AGRO MINISTRY
ASDAS
CSDF
FIRST MINISTRY
FOR AUDIT REPORT
HUMAR RESOURCES
MCSAR
MINISTRY FOR AUDIT REPORT
MINISTRY MINISTRY
MINISTRY OF IT
MINISTRY OF JUNE
MINISTRY OF JUNE ONE
MINISTRY OF MAINTANANCE
MINISTRY OF USER
MINSITRY OF CIVIL SERVICE
SOFTWARE ENGINEERING
SPORTS MINISTRY
TEST
TEST FOR REPORTS
TEST MINISTRYD
TESTING
TESTMI NISTRYD
TEXTILE MINISTRY
TODAY MINISTRY
TRANSPORT
TTT
USER MINISTRY
VVV
Save
Cancel

Input:

- National ID: Fetch by Clicking browse button (refer page no. 19 for operational details)
- User Group: Select from the drop down provided.
- LoginID : alphanumeric “XXXXXX” e.g “test1980”
- Expiry status: If Never expired is clicked then system will remove the Valid Upto and Days of Warning from being displayed. if not then days of warning (2 or 3) and Valid Upto (date) to be filled in as displayed.(refer indication above)
- Site Access: Select **All** or **Own** option based on the access to be provided.
- Ministry Access: Select **All** or **Selected** option based on the access to be provided
- Department Access: Select **All** or **Selected** option based on the access to be provided
- Division Access: Select **All** or **Selected** option based on the access to be provided
- Section Access: Select **All** or **Selected** option based on the access to be provided
- On Selection of the access as **All** or **Selected** the tree gets expanded to show the opted selection
- On clicking the near the corresponding ministry the user can view the hierarchy view of the Ministry being expanded like Ministry – Department-Division-Section for quick and easy reference view.
- The user will be able to see the Ministries based only in accordance to his rights ***i.e the user can create another user only under his ministry provided he has been extended with rights to access the relevant modules and to view the details of the Ministries for which he has access to.***
- Password and Confirm Password: Alphanumeric, minimum of **6** characters is must and is **case sensitive**.
- Click **SAVE**

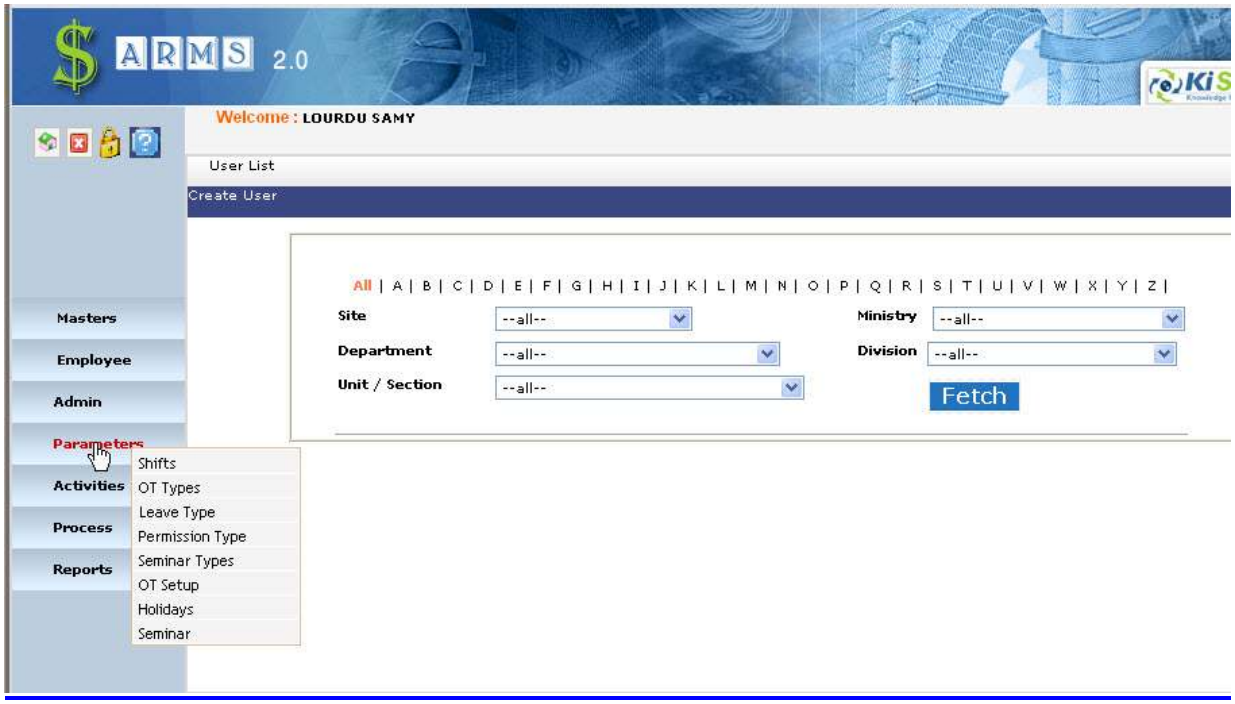
Output:

- The below message is displayed

- On Clicking **OK** the screen navigates to the list page.

MODULE – Parameters

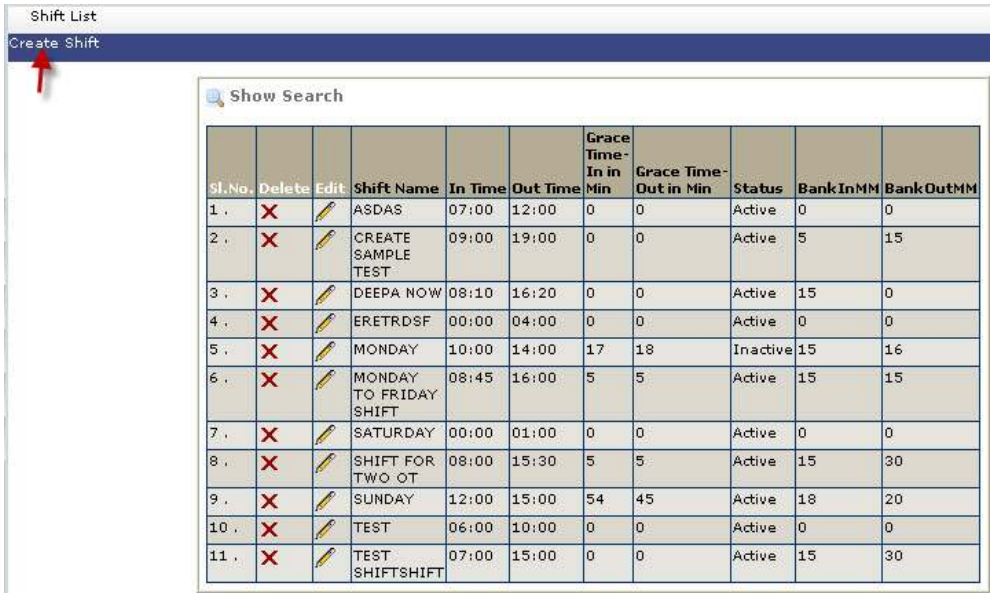
- The Sub Modules are as follows:



Shifts:

Access Mode**: Parameters---------- > Shifts**

Objective: To view the details of available shifts and to create new shifts



Sl.No.	Delete	Edit	Shift Name	In Time	Out Time	Grace Time-In in Min	Grace Time-Out in Min	Status	BankInMM	BankOutMM
1.	X		ASDAS	07:00	12:00	0	0	Active	0	0
2.	X		CREATE SAMPLE TEST	09:00	19:00	0	0	Active	5	15
3.	X		DEEPA NOW	08:10	16:20	0	0	Active	15	0
4.	X		ERETRDSF	00:00	04:00	0	0	Active	0	0
5.	X		MONDAY	10:00	14:00	17	18	Inactive	15	16
6.	X		MONDAY TO FRIDAY SHIFT	08:45	16:00	5	5	Active	15	15
7.	X		SATURDAY	00:00	01:00	0	0	Active	0	0
8.	X		SHIFT FOR TWO OT	08:00	15:30	5	5	Active	15	30
9.	X		SUNDAY	12:00	15:00	54	45	Active	18	20
10.	X		TEST	06:00	10:00	0	0	Active	0	0
11.	X		TEST SHIFTSHIFT	07:00	15:00	0	0	Active	15	30

To Create a new Shift:

- Click the **"Create Shift"** in the Shift List page (refer arrow indication above), the screen navigates to the below page:

To return to list page click **"List Shifts"** (refer arrow indication above)

Input:

- **Shift Name**: Text " XXXX" e.g "Monday to Friday shift" or "Shift one"
- **Description**: Text "XXXXXXXXXXXXXXXXXXXX" e.g "Shift for Officer's Cadre"
- **In Time**: Numeric Hours and Minutes (08:45)
- **Out Time**: Numeric Hours and Minutes (16:00)
- **Bank In MM**: If Banking is applicable for a particular category enter the minutes (e.g 15) to be banked during In Time of the Shift. If not enter "00"
- **Bank Out MM**: If Banking is applicable for a particular category enter the minutes (e.g 30) to be banked during Out Time of the Shift. If not enter "00"
- **Grace In Time**: Minutes
- **Grace Out Time**: Minutes
- Click **SAVE**

Output:

- On Clicking **OK** the screen navigates to the shift list page

Flexi:

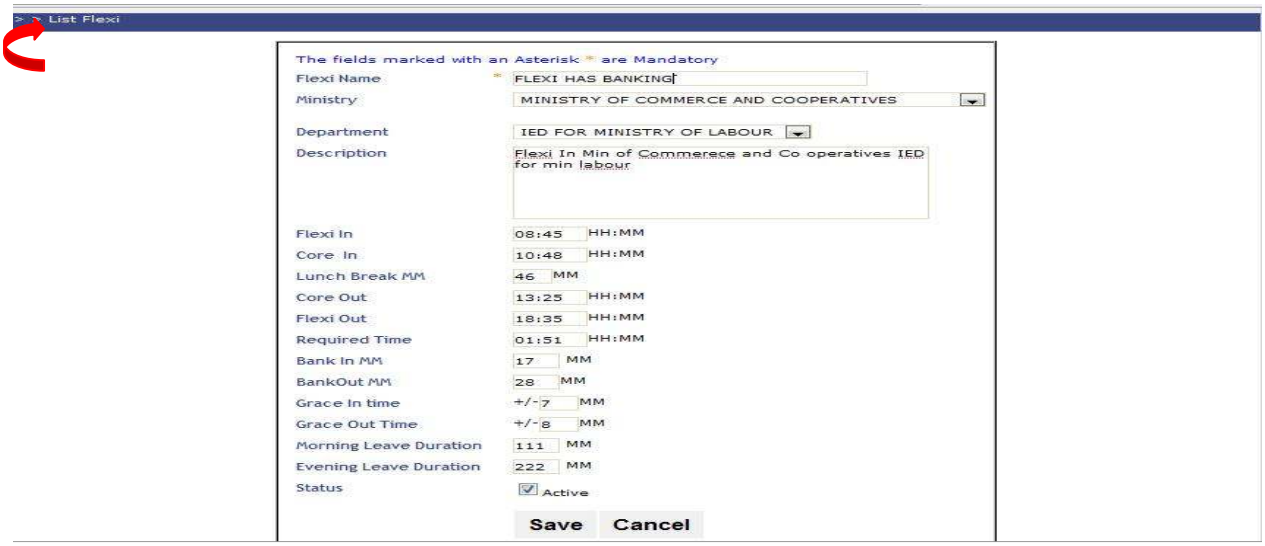
Access Mode**: Parameters---------- > Flexi**

Objective: To view the details of available Flexi and to create new Flexi.

Sl.No.	Delete	Edit	Shift Name	Ministry	Department	In Time	Core In	Break Time	Core Out	Out Time	Status	BankInMM	BankOutMM
1 .	✕		ASDASASD	MINISTRY OF COMMERCE AND COOPERATIVES		00:00	02:00	00:20	12:00	18:00	Active	0	0
2 .	✕		BANK NO OT NIGHT	MINISTRY OF LABOUR	IED FOR MINISTRY OF LABOUR	18:00	20:00	00:45	23:00	28:00	Active	15	150
3 .	✕		BANK OT NS	TOURISM		18:00	20:00	00:45	23:00	28:00	Active	15	150
4 .	✕		BANKING AND OT	MINISTRY OF PERISHABLES METALS AND FERTILIZER	PERISH DEPT OF MIN OF PERISH MTL AND FERT	08:00	10:00	00:45	13:00	18:00	Active	15	150
5 .	✕		BANKING N NO OT	PLAY FIVE	PLAY FIVE DEPT	07:00	10:00	00:45	13:00	18:00	Active	15	150
6 .	✕		BANKING NO OT	MPI	TMRSU	08:00	10:00	00:45	13:00	18:00	Active	15	150
7 .	✕		FLEX HAS NO BANK	MINISTRYS FOR TESTING	IED FOR MINISTRY OF LABOUR	00:00	02:00	00:21	12:00	18:00	Active	0	0
8 .	✕		FLEXI BY THIRU TWENTY	MIN OF ICT	TECHNICAL DEPARTMENT FOR MIN OF ICT	09:17	11:14	00:30	20:90	22:18	Active	10	178
9 .	✕		FLEXI HAS BANKING	MINISTRY OF COMMERCE AND COOPERATIVES	IED FOR MINISTRY OF LABOUR	08:45	10:48	00:46	13:25	18:35	Active	17	28
10 .	✕		GENERAL NS	MARYGOLD	MARYGOLD DEPARTMENT FOR MARYGOLD	08:30	10:30	00:45	18:30	20:30	Active	15	30
11 .	✕		JAGA NIGHT FLEXI	J MINISTRY	J DEPART	20:00	23:00	00:30	28:00	30:00	Active	15	30
12 .	✕		JSDDASDASD	APPLE	APPLE ONE DEPT FOR APPLE	18:00	20:00	00:30	25:00	30:00	Active	15	30

To Create a new Flexi:

- Click the **"Create Flexi"** in the Flexi List page (refer arrow indication above), the screen navigates to the below page:



To return to list page click **"List Flexi"** (refer arrow indication above)

Input:

- **Flexi Name**: Text " XXXX" e.g "Monday to Friday shift" or "Shift one".
- **Ministry**: Select the appropriate Ministry.
- **Department**: Select the appropriate Department.

- **Description**: Text “XXXXXXXXXXXXXXXXXXXX” e.g “Shift for Officer’s Cadre”
- **Flexi In**: Numeric Hours and Minutes (00:00 format)
- **Core In**: Numeric Hours and Minutes (00:00 format)
- **Lunch Break mm**: Minutes
- **Core Out**: Numeric Hours and Minutes (00:00 format)
- **Flexi Out**: Numeric Hours and Minutes (00:00 format)
- **Required Time:** Numeric Hours and Minutes
- **Bank In mm:** Minutes
- **Bank Out mm:** Minutes
- **Grace In Time:** Minutes
- **Grace Out Time:** Minutes
- **Morning Leave Duration:** Minutes
- **Evening Leave Duration:** Minutes
- **Status:** Active / Inactive
- Click **SAVE**

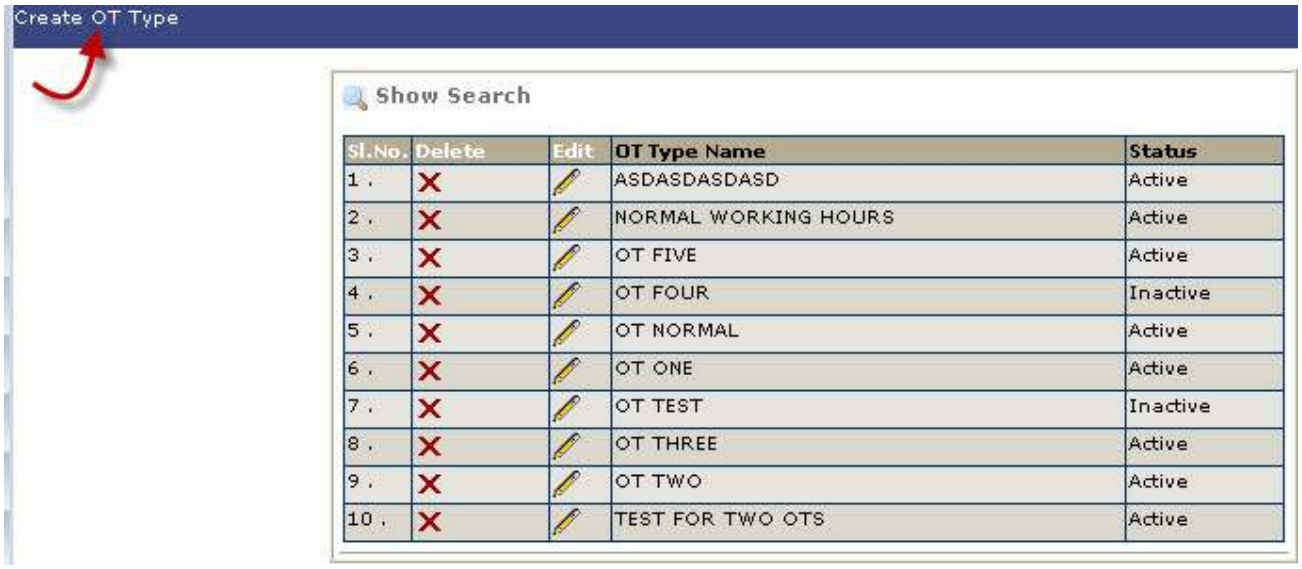
Output:

On Clicking **OK** the screen navigates to the Flexi List Page.

OT Types:

Access Mode**: Parameters---------- > OT Types**

Objective: To view the list of available OT Types and to create different OT types applicable for the employees.



To Create an OT Type:

- Click the "**Create OT Type"** in the OT Type list page to navigate to the below page to create a new OT Type:

- **At any part of the process before saving the page clicking "List OT Types" will navigate the screen to the List page without saving or storing the entered information.**

Input:

- **OT Type name**: Text “XXXXX” e.g “Single OT”
- **Description**: Text “XXXXXXXXXXXXXXX” e.g paid at 1.5 hourly rate.
- **Work rate**: (Rate per hour) Decimal e.g “1.50”
- Normal Working Hours will also be created as an OT Type by default with work Rate 1.00. If not created User should create following the above steps despite other OT types.
- Click **SAVE**

Output:

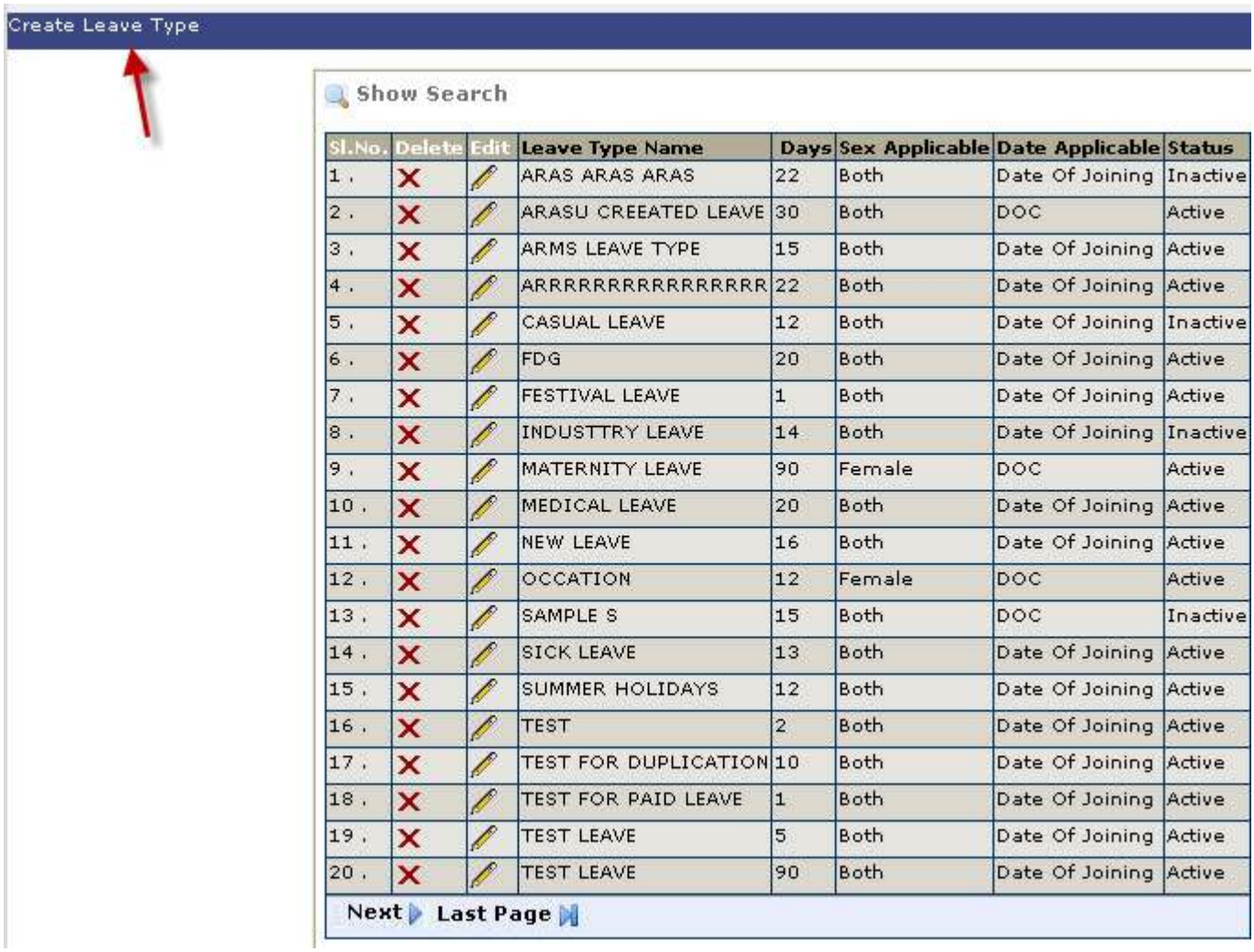
- The below message is displayed:

- On Clicking OK the screen navigates to the list page

Leave Type:

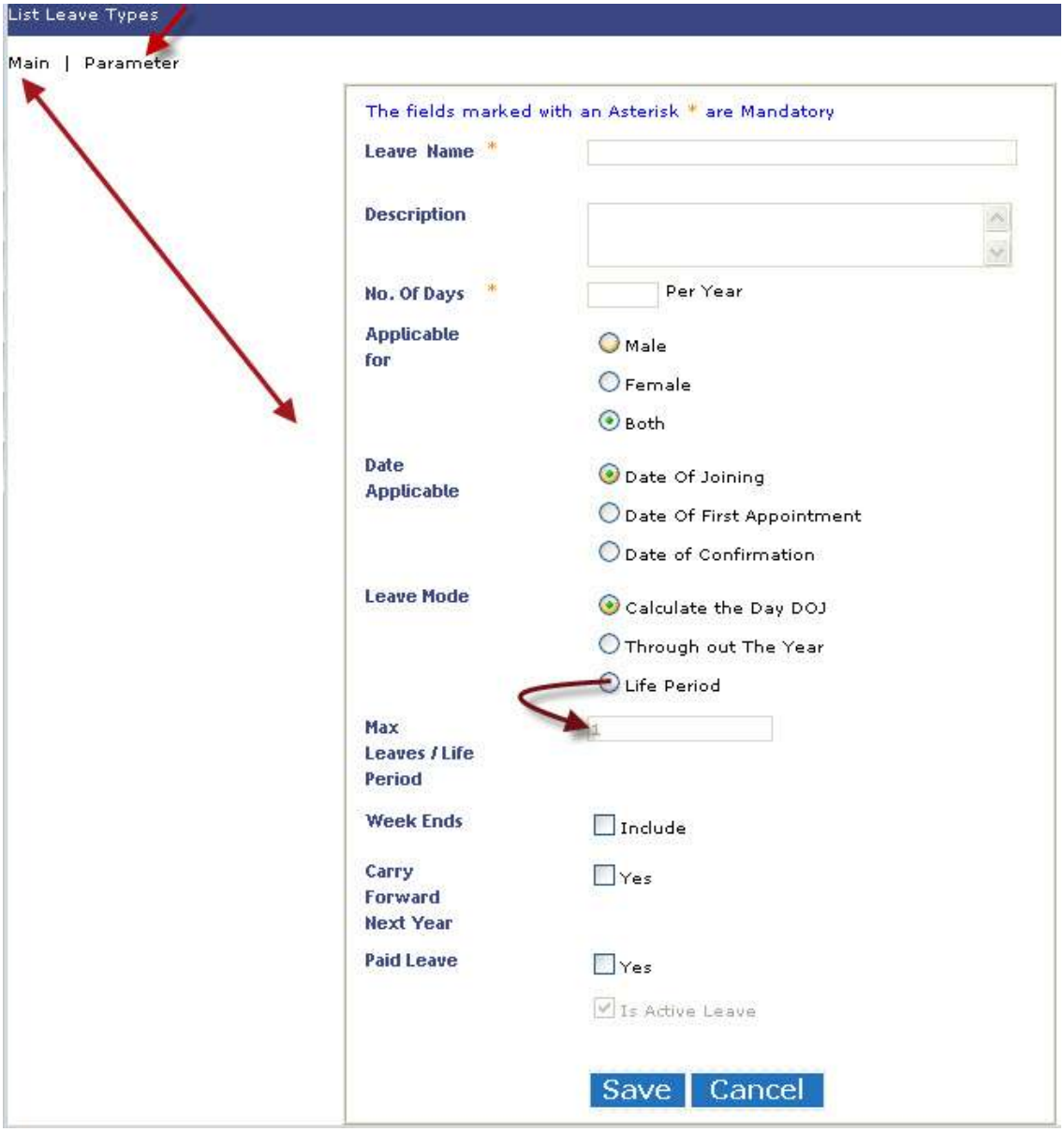
Access Mode**: Parameters---------- > Leave Type**

Objective: To list the available leave types and to create new leave types based on the service level of the employee (Date of Joining, Date of First Appointment, Date of Confirmation).



To Create a New Leave Type:

- Click the **"Create Leave Type"** in the Leave Type list page to navigate to the below screen and create new leave types



fig(3)

Input:

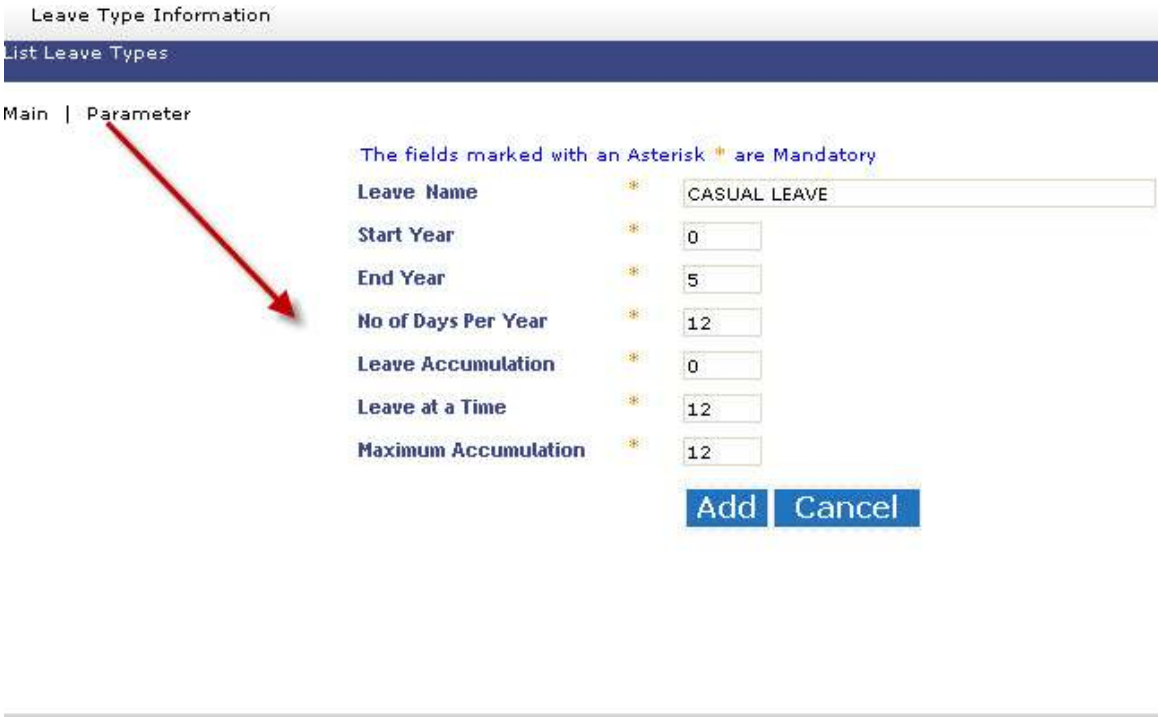
- On Clicking the link "**List Leave Types**" (refer indication above) the screen navigates to the list page.
- Page is displayed as two page links **MAIN** and **PARAMETER** (refer indication above)
- In the **MAIN** Page the following inputs are required:

1. **Leave Name**: Text "XXXX" e.g "CASUAL LEAVE"
2. **Description** - Multi-line text box "XXXXXXXXXXXX" "Leave for casual purpose"
3. **No. of Days** : Numeric (number of days applicable in a year.) e.g 12 or 15

4. Select the Option ‘Male’ (or) ‘Female’ (or) ‘Both’. For e.g while creating Maternity leave the option Female needs to be selected.
5. **Date of Applicable**: Click the option (i.e the effective date). To indicate the system whether this leave can be assigned to an employee who has Date of Joining or Date of First Appointment or Date of Confirmation.(This helps in automatic display of relevant leave types to the employee in accordance to their informations like DOJ, DOFA, DOC provided in the employee entry page(refer leaves page of employee entry page in Employee Module).
6. **Leave Mode**: Click the Option as the case it would be applicable. For e.g if Life period option is chosen for Maternity Leave, then Max Leaves / Life period becomes editable and user has to mention the number of times it can be availed in the tenure of the employee as below:

7. For other leave types like Casual leave the option “**Through out the year**” can be selected.
8. **Week Ends**: Click the check box to include week ends in the calculation of this leave type when being availed by the employee.

9. **Carry Forward Next Year:** This option allows the leave types to be carried forwarded from one year to another year through **"Year End Process"** Module for all leaves despite the fact of carry forwarding the balance or not which is based on the values entered in the ***PARAMETERS** page**.**
10. **Paid Leave**: Click the check box to confirm whether the leave it is paid leave or unpaid leave.
    - Click *** "**PARAMETERS**" link (refer indication in fig(3)), the screen navigates to the below page:

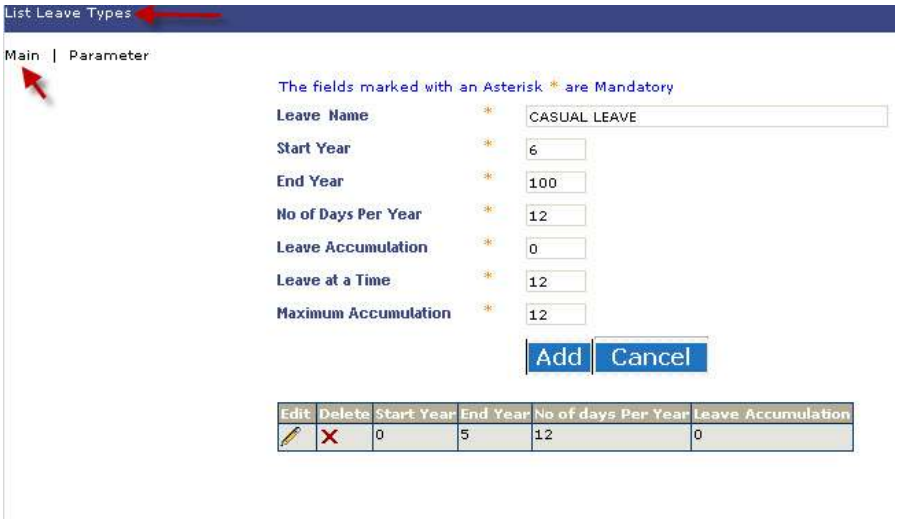


- **Leave name**: Filled-in default by the application.
- **Start Year:** Numeric Enter 0 (starts from the year based on the **"Date Applicable"** that had been given in the Main Page
- **End Year:** Numeric Enter 5 or till the year of service u need to set the parameter
- **No. of Days per Year**: Numeric, number of day to be availed each year of the start year and end year duration.
- **Leave Accumulation:** Accumulation per year during the period e.g 0-5 years if start year is "0" and end year is "5"

- **Leave at a Time:** Maximum leave the employee can avail at a time (per year eligible leave) at one stretch during one year.

- **Maximum Accumulation:** Maximum leave that can be accumulated during the specified period.

- Click **ADD,** the set parameter will be displayed in a grid as shown below:



- The Parameter can be set for different periods. But the user should ensure that the value for the next set of period starts from the consecutive number of the **"End year"** used to set the earlier parameter. For e.g if the user has set a parameter for **0-5** years initially then second parameter should start with start year as **"6".**

- Click the **"MAIN"** to return to the Main page(fig(3)) and Click **SAVE**

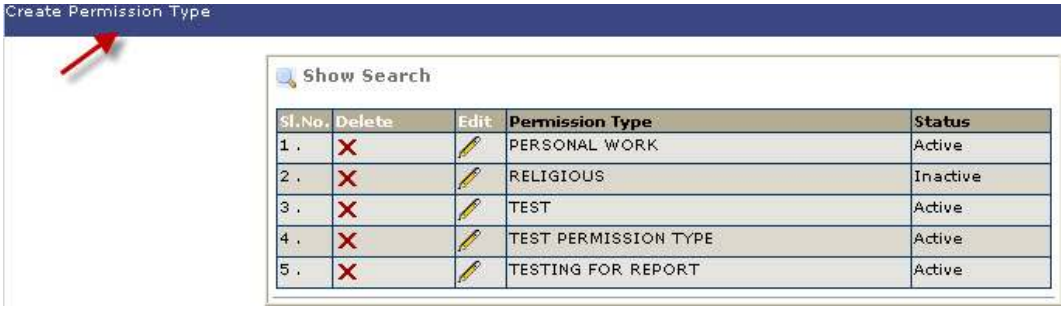
Output:

- On clicking **OK** the screen navigates to the list page.

Permission Types:

Access Mode**: Parameters---------- >Permission Types**

Objective: To View the List of available Permission Types and to Create New Permission Types.



To Create a Permission Type:

Click **"Create Permission Type"** in the List page(refer indication above) and the screen navigates to the below page to create new permission type:

fig (4)

- On Clicking "List Permission Types" (refer indication above) the user can return to the list page.

Input:

- **Permission Type Name**: Text “XXXXX”, “TIME ON & OFF PERMISSION”
- **Description**: Text “XXXXXXXXXXXXXX”, if any.
- **Condition (option 1)**: Check the Checkbox by Clicking it if the permission is not limited (refer indication below).
- **Per Year**: The above action by default sets the value as zero and it cannot be edited

- **Max at a Time:** Numeric, enter the time frame in minutes within the range of 15 – 240 as specified in the screen.

- **Condition (option 2):** If Unlimited Option is Unchecked, this makes the “Per Year” textbox editable where it can be specified as number of times the permission can be availed in a year e.g 2 or 3, please refer the indication in below shot (This case can be considered for permissions like Religious Permission)

- After entering the relevant information as required, Click **SAVE.**

Output:

- The below message is displayed:

- On clicking OK the screen navigates to the list page

Seminar Type List:

Access Mode**: Parameters---------- > Seminar Type List.**

Objective: To View the List of available Seminar Types and to Create New Seminar Type to categorize seminars under different groups.

- Click **"Create Seminar Type"** link (as indicated above) to view the below page and create seminar type.

To Create a Seminar Type:

Input:

- **Seminar Type name**: Text "XXXXX" e.g "Training Programme"
- **Description** (multi-line text box): Text "XXXXXXXXXXXXXX" e.g Training sessions for the year 2007"
- Click **Save**

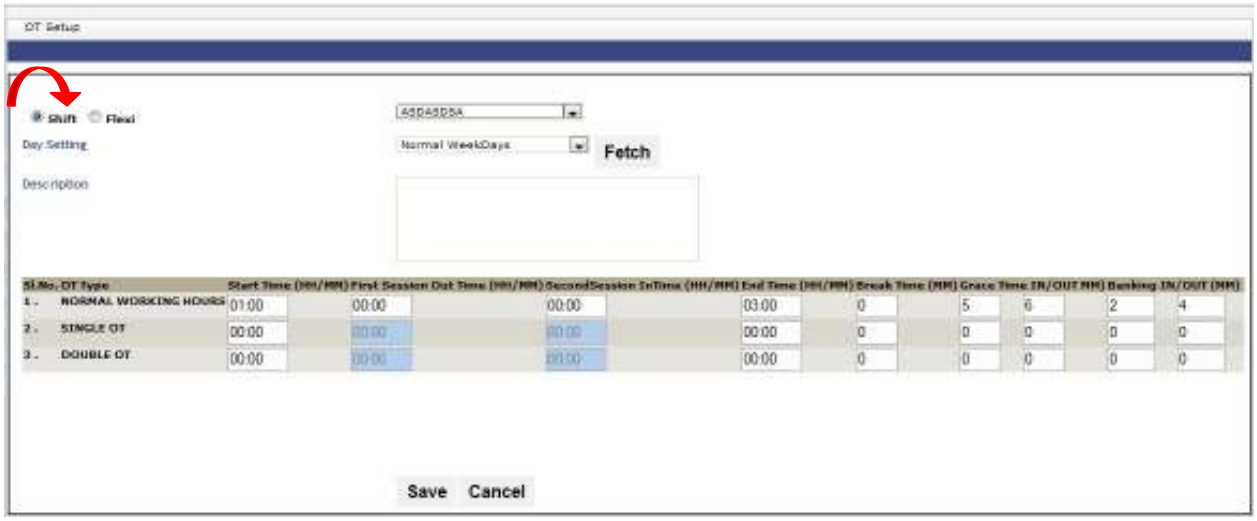
Output

- The below message is displayed

- On Clicking OK the screen navigates to the list page

OT Setup:

Access Mode**: Parameters---------- > OT Setup**
Objective: To setup OT details for Shift & Flexi for all the Days.



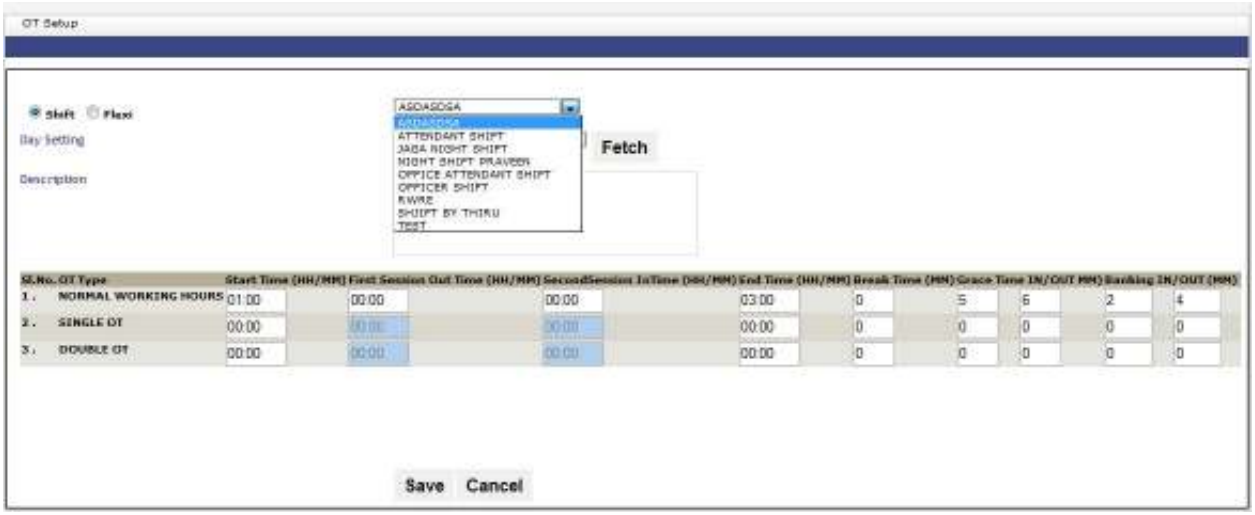
Select the appropriate button *(eg. Shift / Flexi)* and set the OT. (refer arrow indication above)

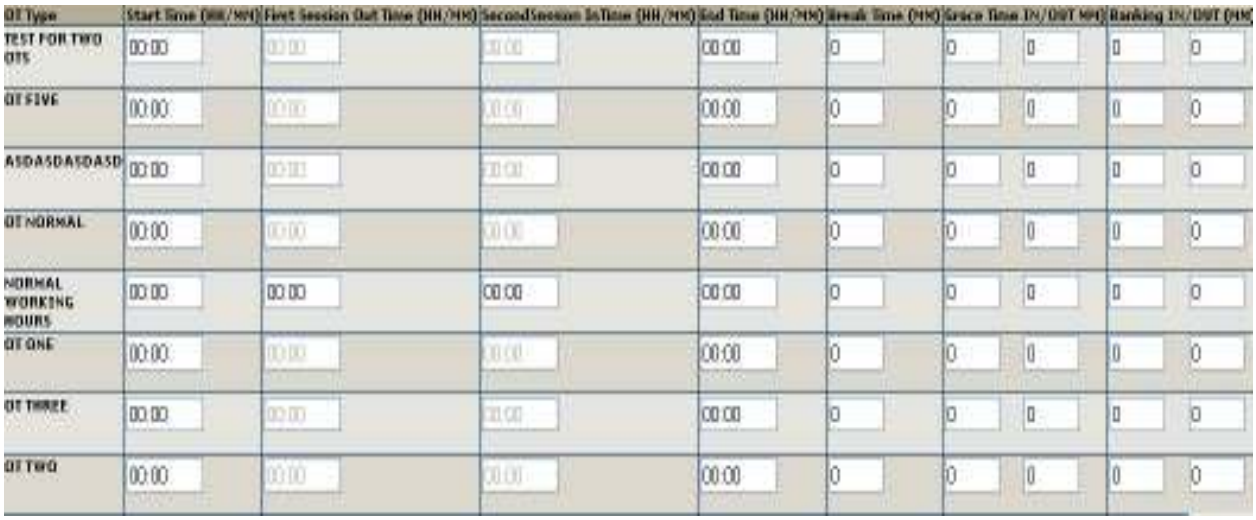
Input For Shift:

- Select the Shift Button.
- Select the day setting from the dropdown list.

fig(5)

- Click the Fetch button the below screen will be displayed to enter the Normal Working Hours along with the First Session End time and Second Session Start Time and timings for OT Types created in **Module – OT Type**.



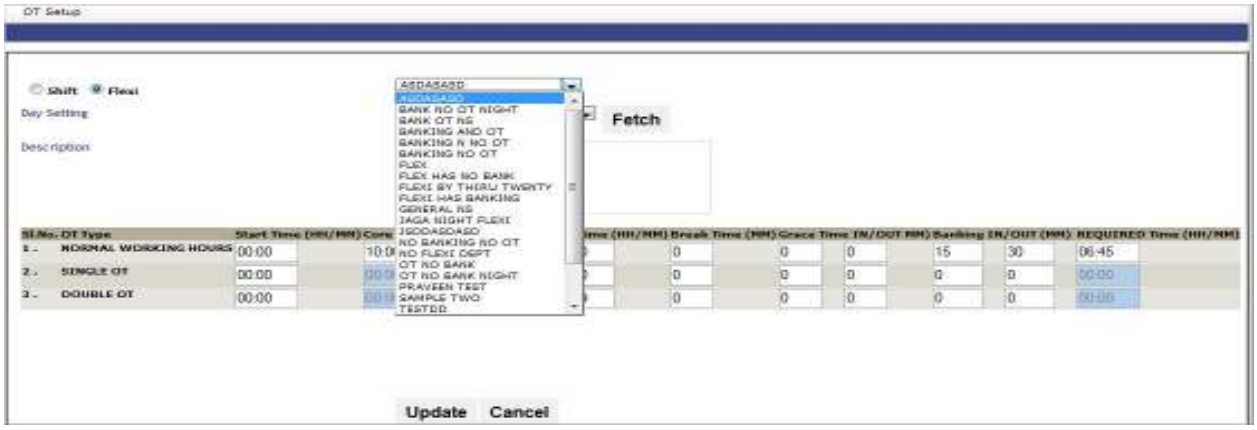


- Only for **Normal Working Hours** the **"First Session Out Time**" and "**Second Session In Time"** will be open to enter the time in the format HH:MM (Hour : Minutes).
- For OT Types the Timings of only Start and End time to be entered in the format HH:MM (Hour: Minutes).
- **Break Time (MM)** should be Numeric and only minutes to be entered e.g 30 minutes or 60 minutes.
- **Grace Time In / Out (MM)** should be Numeric and only minutes to be entered e.g 30 minutes or 60 minutes, the first box is for in and the second box is for out.
- Similarly **Banking In/Out (MM)** should be Numeric and only minutes to be entered e.g 30 minutes or 60 minutes, the first box is for in and the second box is for out.

- The HH:MM in headers indicates that the user should enter Hour and minutes in that box separated by colon.
- The MM in headers indicates that the user should enter only minutes in that box.
- Then Click **SAVE** every time after the details are entered for each day setting individually

Input For Flexi:

- Select the Flexi Button.
- Select the day setting from the dropdown list.
- Click the Fetch button and the below screen will be displayed to enter the Normal Working Hours along with the timings for OT Types created in **Module – OT Type**.



- Only for **Normal Working Hours** the **"Flexi Start Time**" and "**Flexi End Time**" will be open to enter the time in the format HH:MM (Hour : Minutes).
- The Core In and Core Out is the mandatory timings where the employee should be present in the office.
- **Core In** – the In time should be entered in the HH:MM format (Hour : Minutes).
- **Core Out** – the Out time should be entered in the HH:MM format (Hour : Minutes).
- For OT Types the Timings of only Start and End time to be entered in the format HH:MM (Hour: Minutes).
- **Break Time (MM)** should be Numeric and only minutes to be entered e.g 30 minutes or 60 minutes.
- **Grace Time In / Out (MM)** should be Numeric and only minutes to be entered e.g 30 minutes or 60 minutes, the first box is for in and the second box is for out.

- Similarly **Banking In/Out (MM)** should be Numeric and only minutes to be entered e.g 30 minutes or 60 minutes, the first box is for in and the second box is for out.
- The HH:MM in headers indicates that the user should enter Hour and minutes in that box separated by colon.
- The MM in headers indicates that the user should enter only minutes in that box.
- Then Click **SAVE** every time after the details are entered for each day setting individually

This should be set for **each Shift/Flexi** with **each** of the **day setting should be mapped by setting up the OT details**, i.e for one Shift/Flexi 6 day settings to be selected and OT setup details need to be filled-in as indicated in fig (5).

Output:

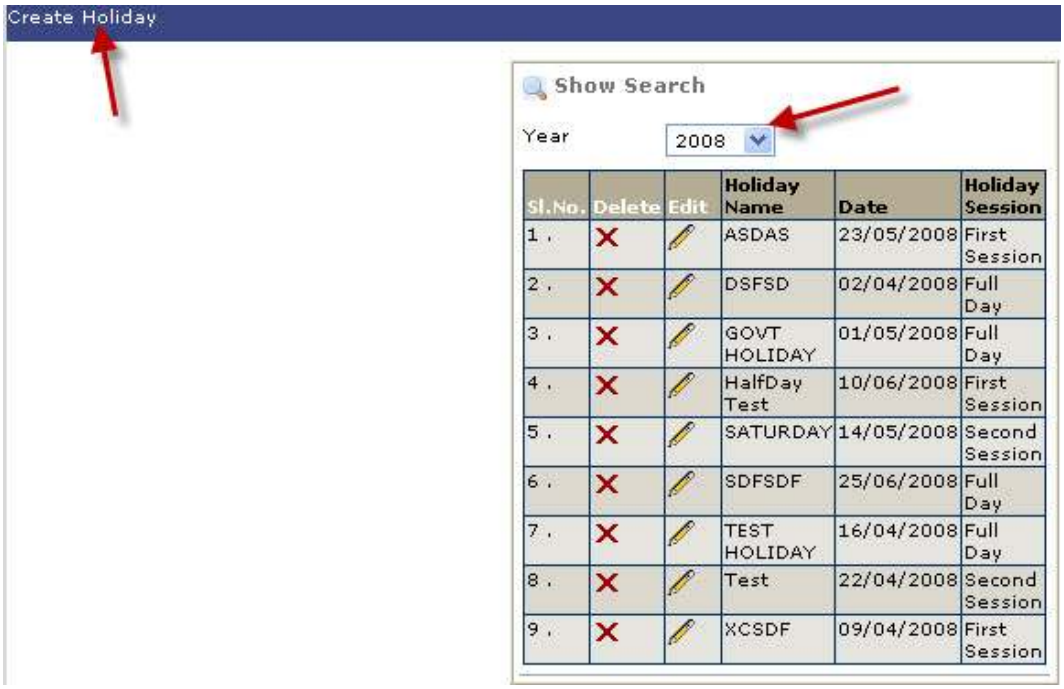
- On Clicking **SAVE** the below message is displayed:

- Click **OK** to navigate to the home page.

Holiday List:

Access Mode**: Parameters---------- > Holidays**

Objective: To view the List of available Holidays in a year and to create or add new holidays every Year



Sl.No.	Delete	Edit	Holiday Name	Date	Holiday Session
1 .			ASDAS	23/05/2008	First Session
2 .			DSFSD	02/04/2008	Full Day
3 .			GOVT HOLIDAY	01/05/2008	Full Day
4 .			HalfDay Test	10/06/2008	First Session
5 .			SATURDAY	14/05/2008	Second Session
6 .			SDFSDF	25/06/2008	Full Day
7 .			TEST HOLIDAY	16/04/2008	Full Day
8 .			Test	22/04/2008	Second Session
9 .			XCSDF	09/04/2008	First Session

- Click and Select the Year from the dropdown list to view the list of holidays in the selected year (refer indication above)
- Click "**Create Holiday**" to view the below page to create or add a holiday to the list.

Input:

- **Holiday name** : Text "XXXX" e.g "Deepavali"
- **Date**: Date format "DD/MM/YYYY", can be selected on clicking the calendar image next to the textbox.

- **Session**: Select the option based on the session or Full day for a complete day to be taken as holiday.
- Click **SAVE**

Output:

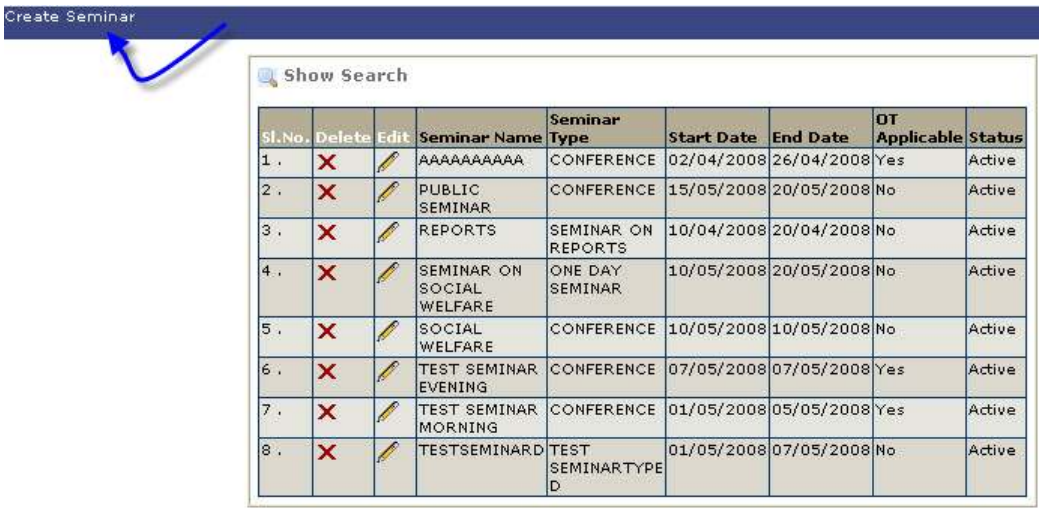
- The below message is displayed to confirm the action:

- Click **OK** to navigate to the list page of Holiday

Seminar:

Access Mode**: Parameters---------- > Seminar**

Objective: To view the List of available seminars and create seminars with schedule details.



Sl.No.	Delete	Edit	Seminar Name	Seminar Type	Start Date	End Date	OT Applicable	Status
1 .			AAAAAAAAAA	CONFERENCE	02/04/2008	26/04/2008	Yes	Active
2 .			PUBLIC SEMINAR	CONFERENCE	15/05/2008	20/05/2008	No	Active
3 .			REPORTS	SEMINAR ON REPORTS	10/04/2008	20/04/2008	No	Active
4 .			SEMINAR ON SOCIAL WELFARE	ONE DAY SEMINAR	10/05/2008	20/05/2008	No	Active
5 .			SOCIAL WELFARE	CONFERENCE	10/05/2008	10/05/2008	No	Active
6 .			TEST SEMINAR EVENING	CONFERENCE	07/05/2008	07/05/2008	Yes	Active
7 .			TEST SEMINAR MORNING	CONFERENCE	01/05/2008	05/05/2008	Yes	Active
8 .			TESTSEMINARD	TEST SEMINARTYPE D	01/05/2008	07/05/2008	No	Active

- Click **"List Seminars"** to return to list page(refer indication below)
- On Clicking "**Create Seminar**" the below page is displayed to create new seminars with schedules.(refer indication above)

Input:

- **Seminar Name** : Text "XXXXX" e.g Training on HR
- Select the seminar type from the dropdown list.

- **Description** (Multi-line text box): Text “XXXXXXXXXXXXX”, if any.
- **Start Date**: Date format “DD/MM/YYYY” or can be selected from the calendar image next to the text box.
- **End Date**: Date format “DD/MM/YYYY” or can be selected from the calendar image next to the text box.
- **Start Time**: Numeric, Time format HH:MM
- **End Time**: Numeric, Time format HH:MM
- Click to check **OT applicable** for the seminar being created (if holidays fall in the schedule) to calculate OT for an employee when he has attended the seminar despite being holiday
- Click **SAVE**

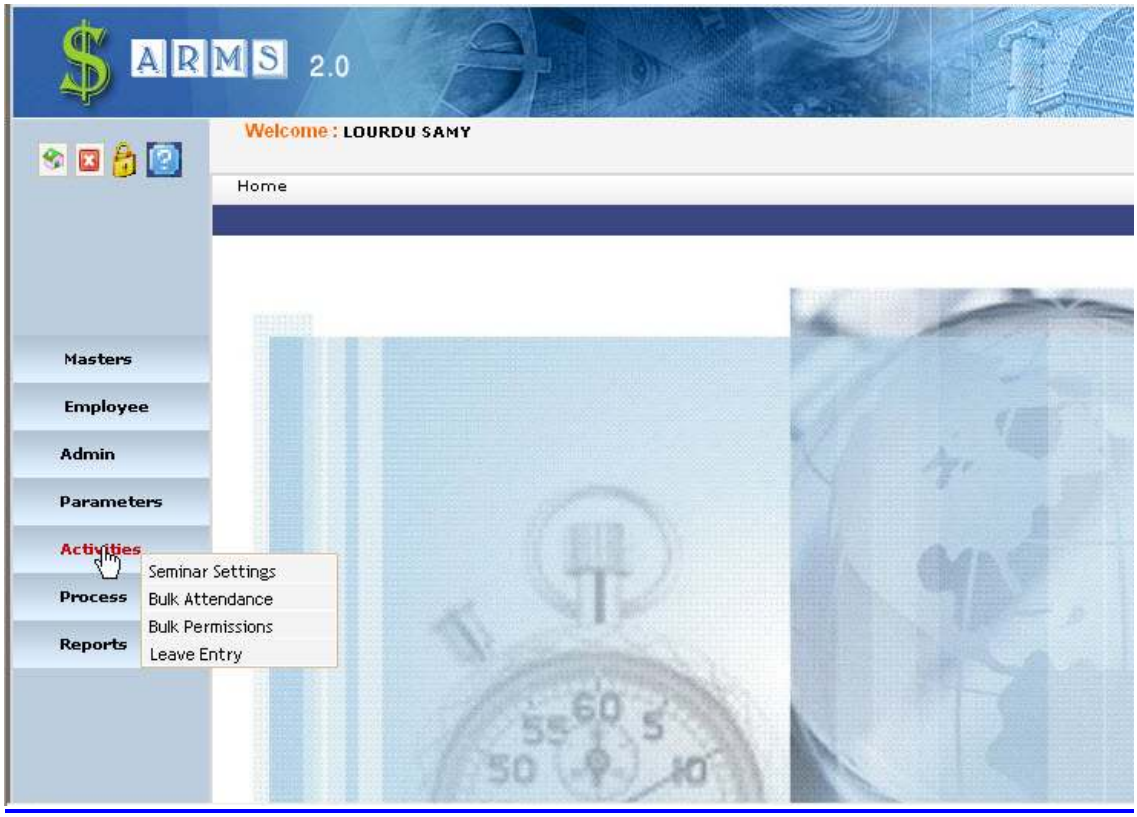
Output:

- The below message is displayed

- Click **OK** to navigate to the list page

Module - Activities

Menu of Activities Module:

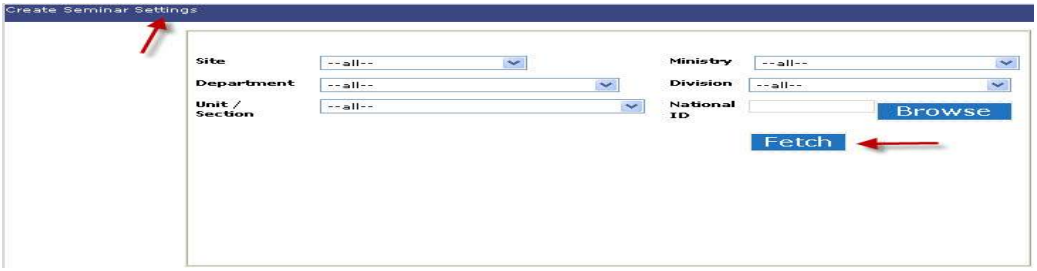


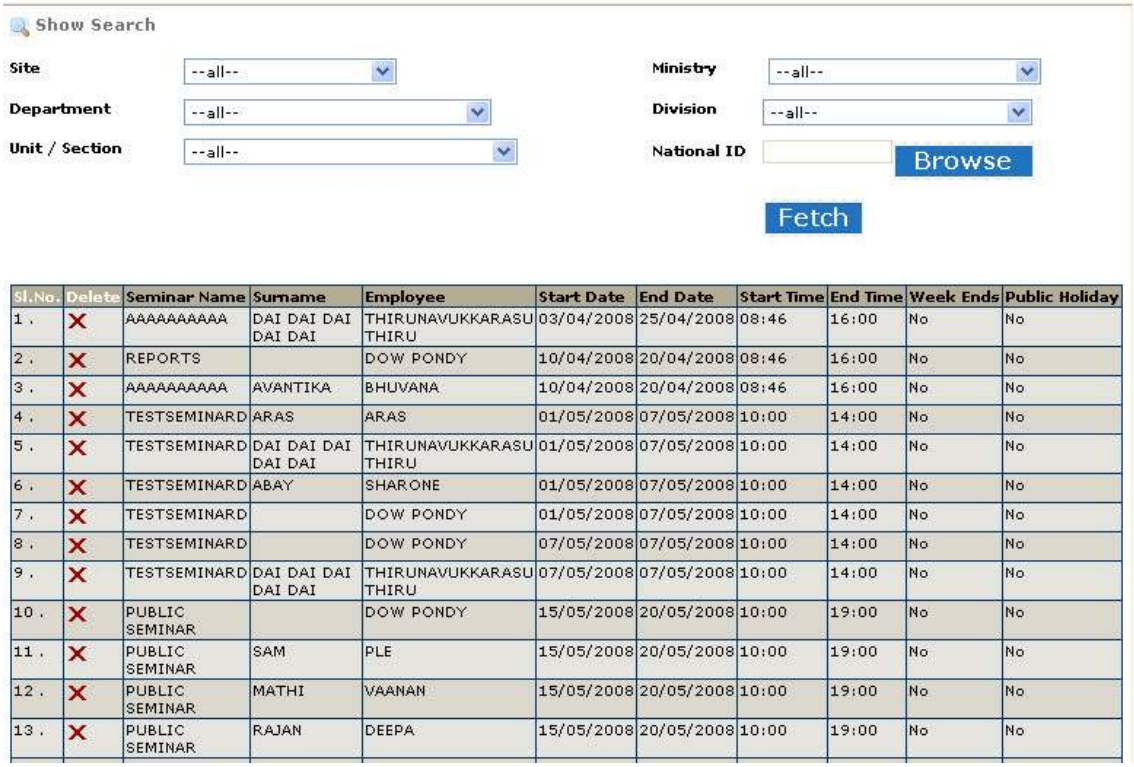
Seminar Settings:

Access Mode**: Activities---------- >Seminar Settings**

Objective: To view and to create attendance details for a concerned Employee attending to a scheduled seminar

- On Clicking **FETCH** button the list is displayed in the list page with search icon.

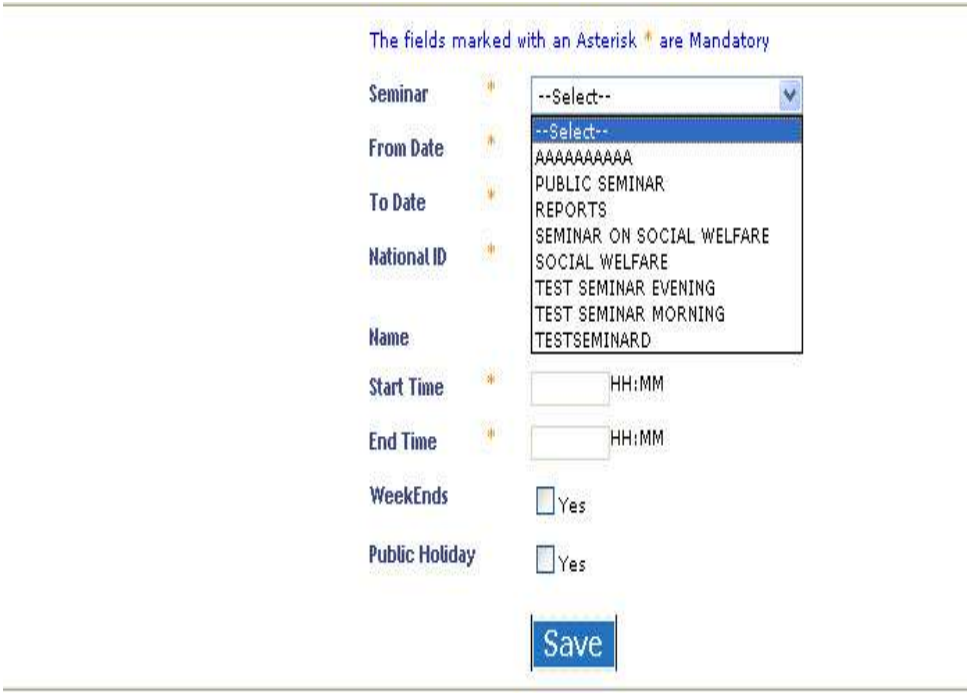


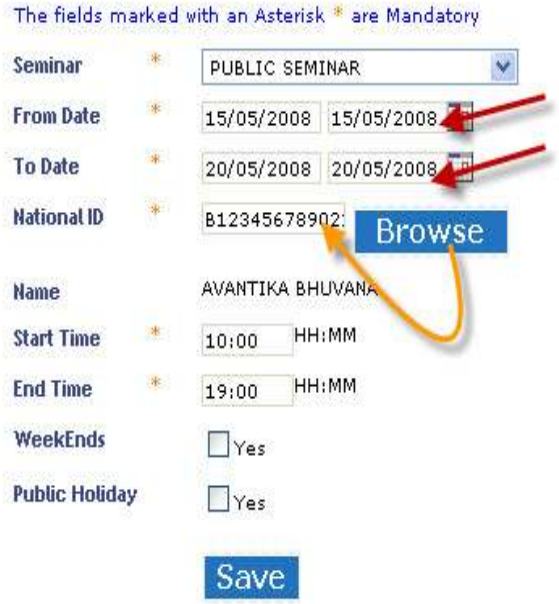


Sl.No.	Delete	Seminar Name	Surname	Employee	Start Date	End Date	Start Time	End Time	Week Ends	Public Holiday
1.	X	AAAAAAAAAA	DAI DAI DAI DAI DAI	THIRUNAVUKKARASU THIRU	03/04/2008	25/04/2008	08:46	16:00	No	No
2.	X	REPORTS		DOW PONDY	10/04/2008	20/04/2008	08:46	16:00	No	No
3.	X	AAAAAAAAAA	AVANTIKA	BHUVANA	10/04/2008	20/04/2008	08:46	16:00	No	No
4.	X	TESTSEMINARD	ARAS	ARAS	01/05/2008	07/05/2008	10:00	14:00	No	No
5.	X	TESTSEMINARD	DAI DAI DAI DAI DAI	THIRUNAVUKKARASU THIRU	01/05/2008	07/05/2008	10:00	14:00	No	No
6.	X	TESTSEMINARD	ABAY	SHARONE	01/05/2008	07/05/2008	10:00	14:00	No	No
7.	X	TESTSEMINARD		DOW PONDY	01/05/2008	07/05/2008	10:00	14:00	No	No
8.	X	TESTSEMINARD		DOW PONDY	07/05/2008	07/05/2008	10:00	14:00	No	No
9.	X	TESTSEMINARD	DAI DAI DAI DAI DAI	THIRUNAVUKKARASU THIRU	07/05/2008	07/05/2008	10:00	14:00	No	No
10.	X	PUBLIC SEMINAR		DOW PONDY	15/05/2008	20/05/2008	10:00	19:00	No	No
11.	X	PUBLIC SEMINAR	SAM	PLE	15/05/2008	20/05/2008	10:00	19:00	No	No
12.	X	PUBLIC SEMINAR	MATHI	VAANAN	15/05/2008	20/05/2008	10:00	19:00	No	No
13.	X	PUBLIC SEMINAR	RAJAN	DEEPA	15/05/2008	20/05/2008	10:00	19:00	No	No

- On Clicking “Create Seminar Settings” the screen navigates to the below screen to enter attendance for employee attending the seminars.

- Seminar: Select from the dropdown list





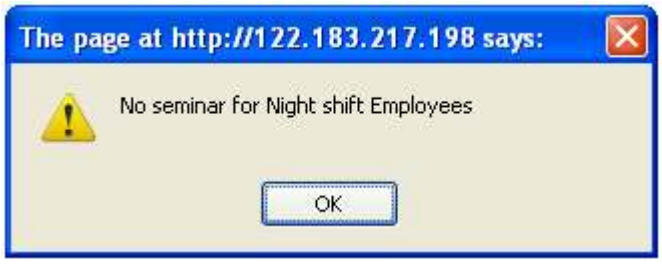
- On selecting a Seminar the system fills in the seminar schedule (From Date, To Date, Start Time and End Time).

- The Second Text box of From Date and To Date (refer arrow indication) are editable and the user has to enter the period during which the employee has attended the seminar.
- Select the employee by clicking the browse button (refer page 21 of Manual)
- Even the Start Time and End Time too are editable and can be entered according to the actual presence of the employee.
- **Weekends:** To be checked by clicking for including weekends in the calculation of attendance of the concerned employee for OT, if any in the schedule.
- **Public Holiday:** Similar like above clause of weekends , to check during calculation for availability if any in the schedule.
- Click **SAVE**

Output:

- The below message is displayed confirming the performed action

- On clicking **OK** the screen navigates to the list page
- While trying to assign seminar to night shift employee the following pop up message will be displayed.



Seminar is not allowed for the Night Shift Employees.

Bulk Attendance (Manual Feeding of attendance):

Access Mode**: Activities---------- > Bulk Attendance**

Objective: To feed the attendance details manually during emergency cases on secured option.

Input:

- **Worked Site:** Select the Site of the employee(s) for keying in the Manual Attendance from the dropdown list.

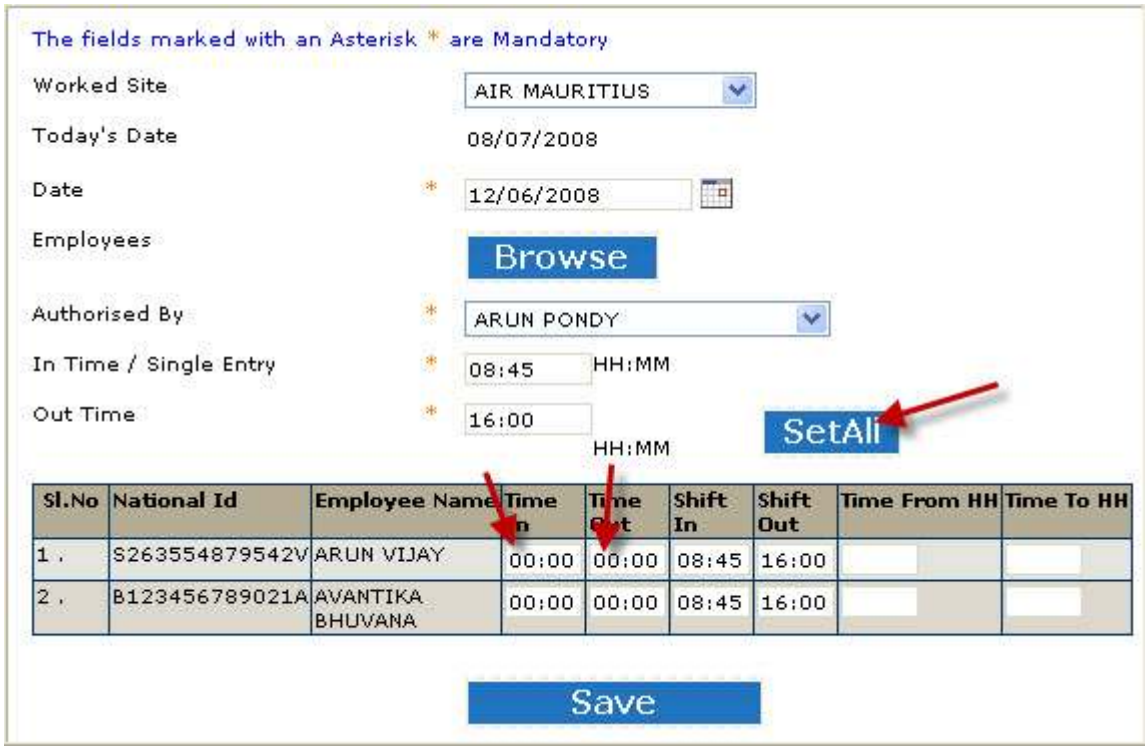
- **Today's Date** : The Current Date will be displayed in the text box.

- **Date**: Select the Date of Attendance from the calendar image next to the text box

- **In Time / Single Entry:** Enter the in time to be assigned as HH:MM

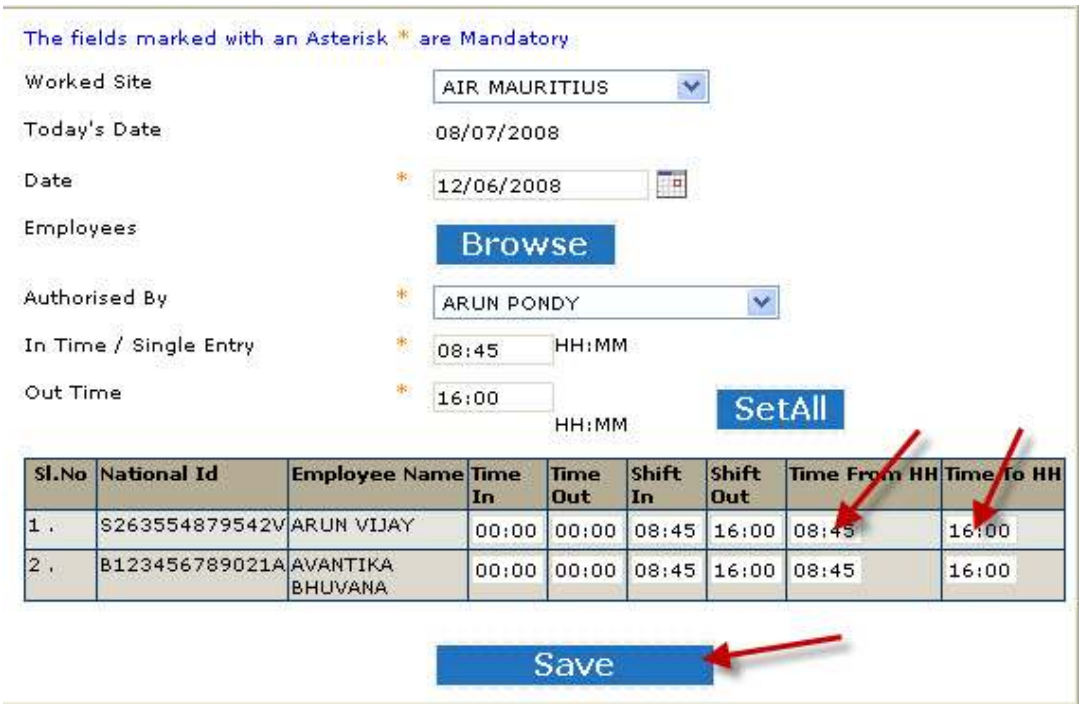
- **Out Time:** Enter the Out time to be assigned as HH:MM

- **Authorized by**: The user to select his / the name from the dropdown list (His name will be displayed in the list, if he is an authorized personnel for that site)
- **Employees:** For selecting the employee(s) click on the Browse and select as stated in page no. 18 of this manual. On Selecting the employee(s) the relevant informations pertaining to any existing clocks (or) permission (or) seminar availed and applied through the system will be displayed as below:

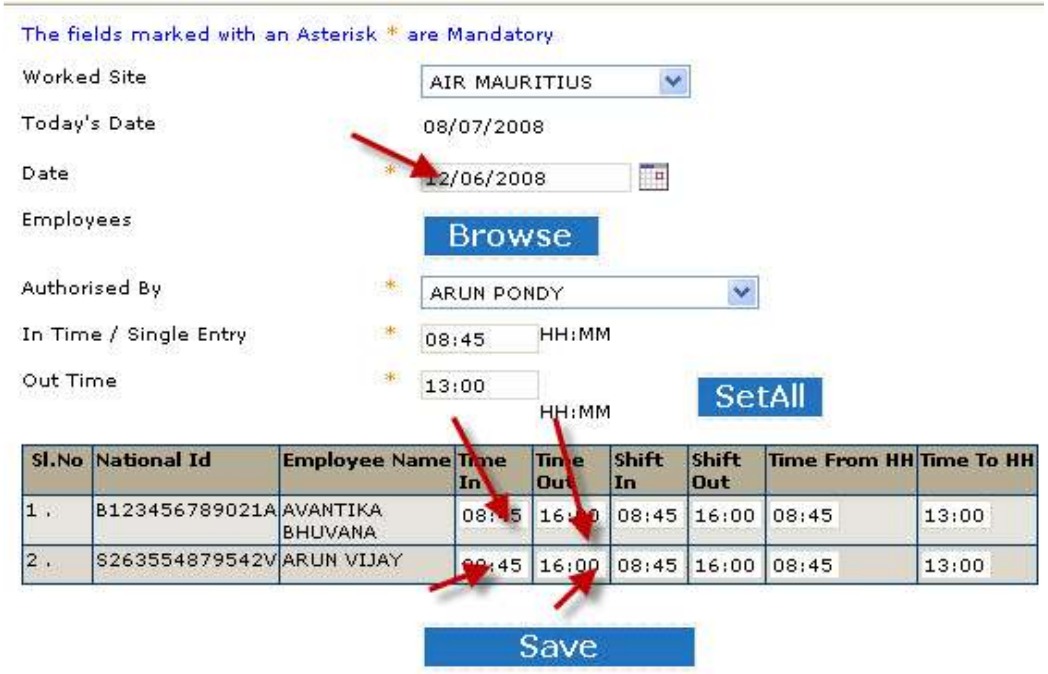


- When no records it will be displayed as 00:00(refer arrow indication) in the Time In and Time Out Columns of the Grid.

- Now Click **"SETALL"** it will assign the values to the grid as shown below(refer arrow indication):



- Click **SAVE**



- In case of Permission or seminar or Clocker data is available the values are displayed as above and on trying to manipulate it without notice will prompt the below message notifying the user that attendance is already available for the specified time frame:

- After entering proper data and on Clicking "**SAVE**" the output is as displayed

Output:

The below message is displayed to confirm the below action:

On Clicking **OK** the screen navigates across to list page.

Bulk Permission:

Access Mode**: Activities---------- > Bulk Permission**

Objective: To assign Bulk Permission for an employee or group of employees.

Input:

- **Permission Type:** Select from the dropdown list.
- **Date**: Date format “DD/MM/YYYY”, select the Permission date from the calendar image next to the text box.
- **Max. Minutes Permission**: On Selecting the Permission Type system automatically displays the default hours of permission (maximum minutes) could be availed for the selected Permission type(refer arrow indication above).
- Select the **Authorized By** from the Dropdown list.
- Set the In Time and Out Time in time format HH:MM
- Select the Employee(s) to be assigned by clicking the Browse as stated in page no. 18 of this manual and the result will be as in fig(6).

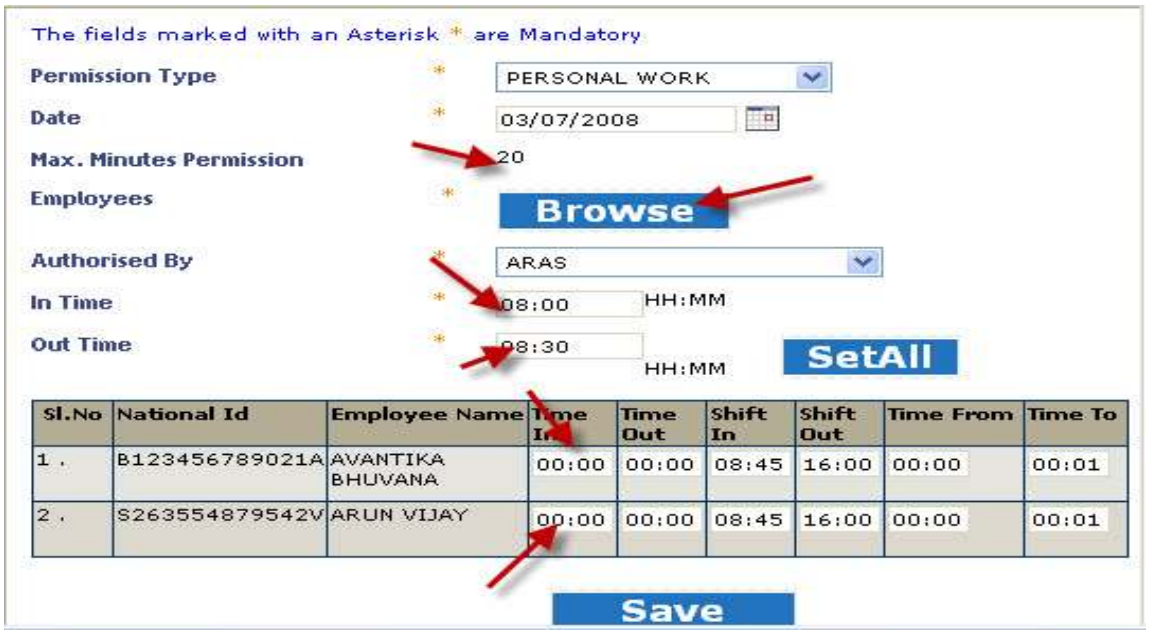

The fields marked with an Asterisk * are Mandatory
Permission Type * PERSONAL WORK
Date * 03/07/2008
Max. Minutes Permission 20
Employees * Browse
Authorised By * ARAS
In Time * 08:00 HH:MM
Out Time * 08:30 HH:MM
SetAll
Sl.No | National Id | Employee Name | Time In | Time Out | Shift In | Shift Out | Time From | Time To
1 . | B123456789021A | AVANTIKA BHUVANA | 00:00 | 00:00 | 08:45 | 16:00 | 00:00 | 00:01
2 . | S263554879542V | ARUN VIJAY | 00:00 | 00:00 | 08:45 | 16:00 | 00:00 | 00:01
Save

fig (6)

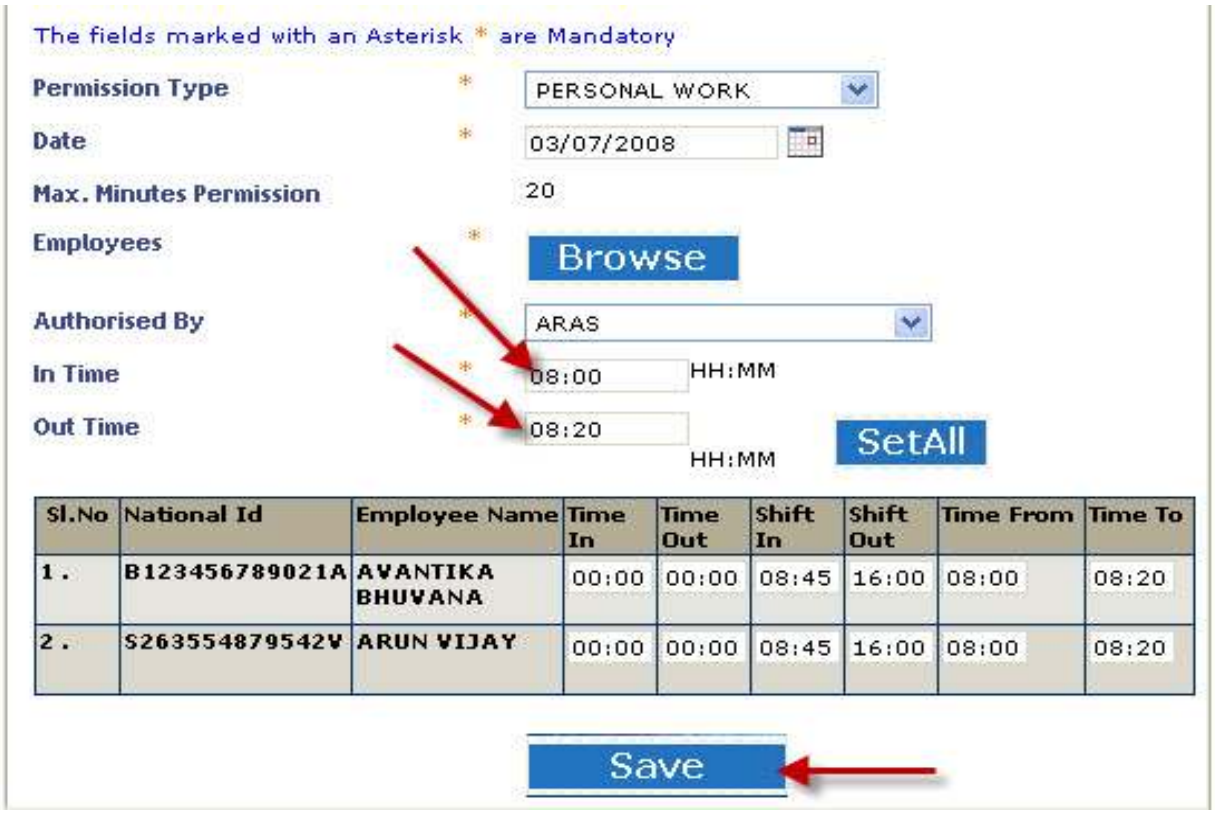

The fields marked with an Asterisk * are Mandatory
Permission Type * PERSONAL WORK
Date * 03/07/2008
Max. Minutes Permission 20
Employees * Browse
Authorised By * ARAS
In Time * 08:00 HH:MM
Out Time * 08:20 HH:MM
SetAll
Sl.No | National Id | Employee Name | Time In | Time Out | Shift In | Shift Out | Time From | Time To
1 . | B123456789021A | AVANTIKA BHUVANA | 00:00 | 00:00 | 08:45 | 16:00 | 08:00 | 08:20
2 . | S263554879542V | ARUN VIJAY | 00:00 | 00:00 | 08:45 | 16:00 | 08:00 | 08:20
Save

fig (6.1)

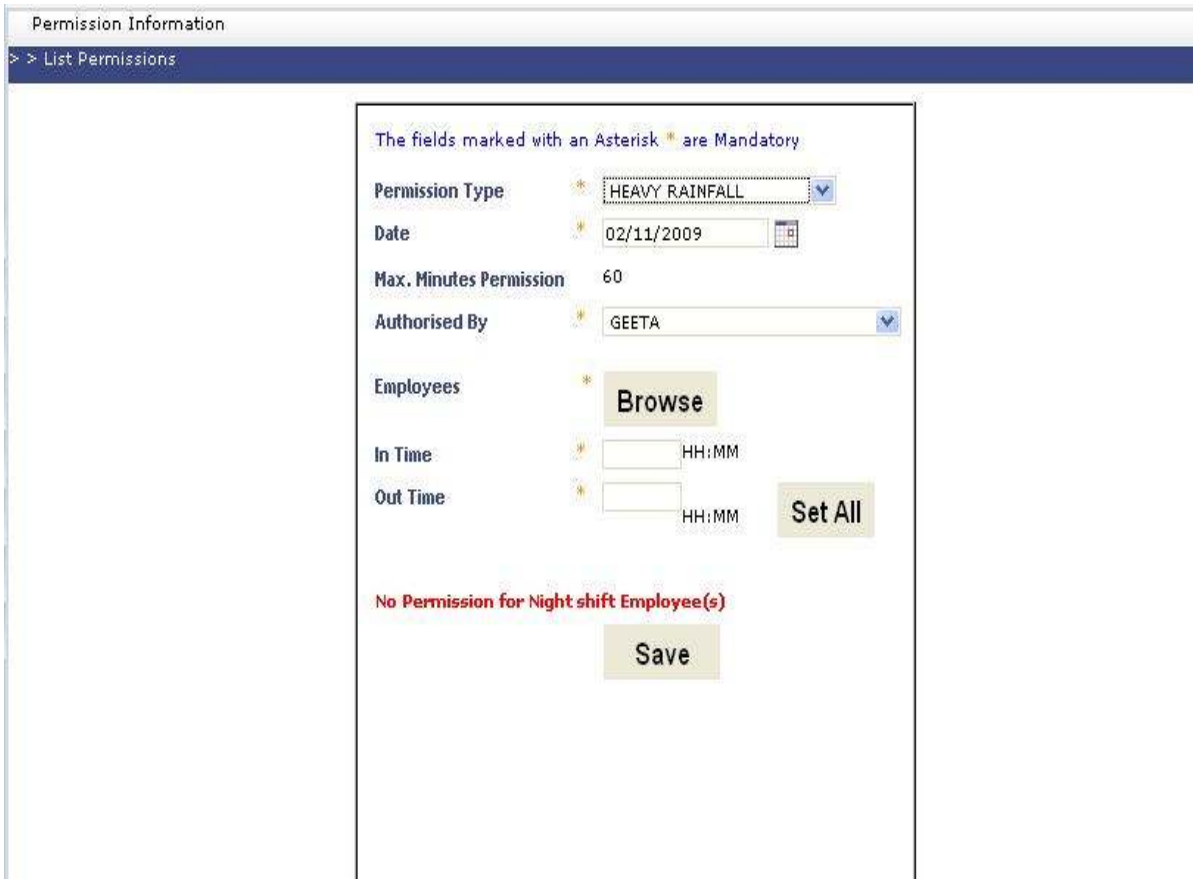
- Click “**SETALL**”
- **Error Cases**:

- **(1)** If Clock are any stored transaction (seminar) is available for that time the system displays the available info in **Time In** and **Time Out** column of the grid. Despite the information the user clicking the save option.
- **(2)** Permission duration exceeding the Maximum Minutes set for the selected Permission Type.
- In both the above stated cases the below error message is displayed

Output:

- On Clicking **SAVE after** entering proper data as in fig (6.1) the below message is displayed:

- On Clicking **OK** the screen navigates to the Initial Screen



- While trying to assign Permission to night shift employee the following message will be displayed.

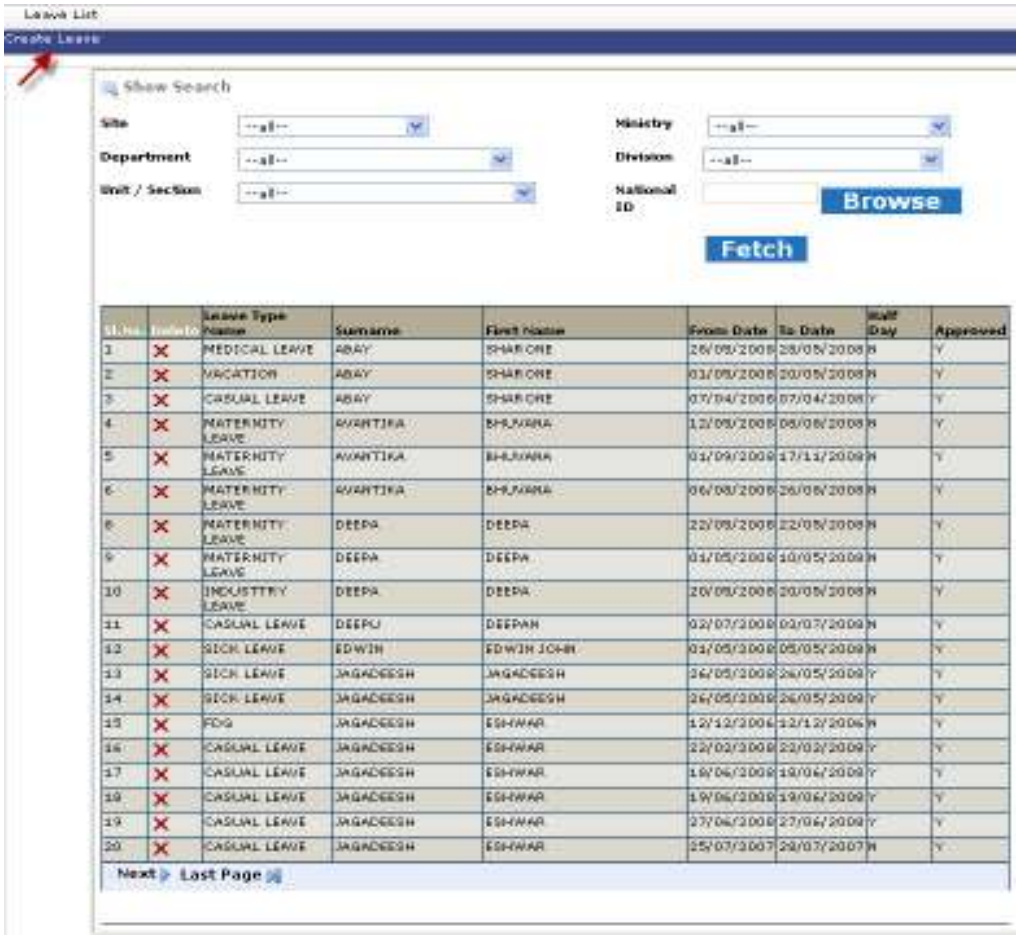
  No Permission for Night Shift Employees.

Leave Entry:

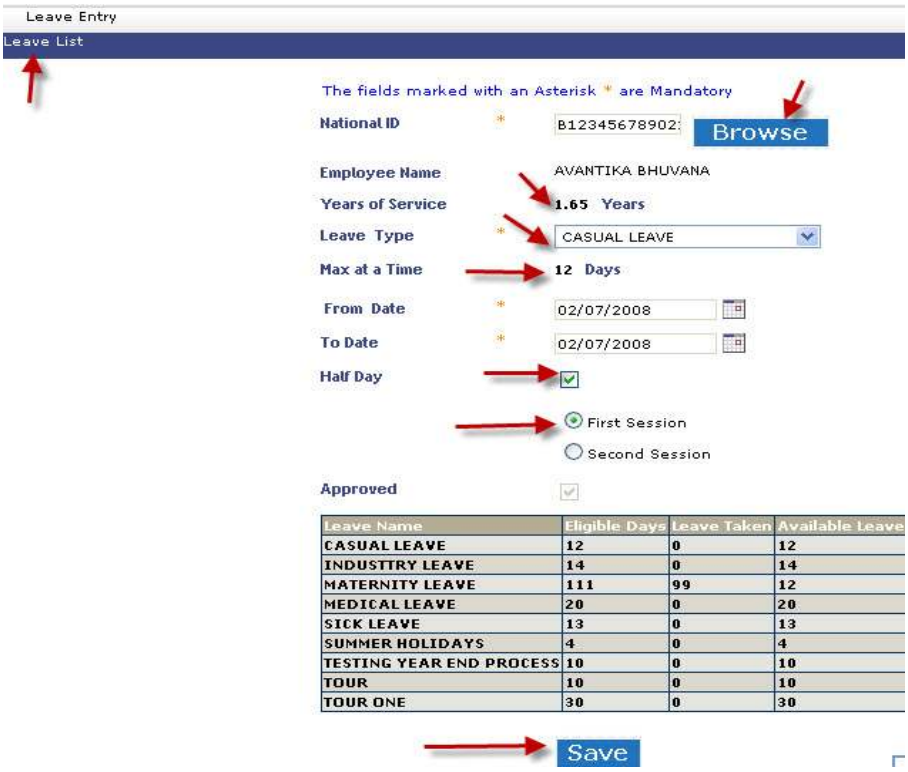
Access Mode**: Activities---------- > Leave Type**

Objective: To key in employee leave details.

On clicking **FETCH** button the screen displays as below:



Click on **"Create Leave"** to navigate to the below page to insert leave details of an employee:



On Clicking **"Leave List"** the user can navigate to the list page.

Input:

- **National ID:** Select the employee by Clicking the browse (refer arrow indication above) and as stated in page no. 19 of this manual.
- **Employee Name**: Assigned automatically by the system on doing the above step for national id as indicated above. On Selecting the employee the grid displaying the available leave details is also displayed in the screen.
- **Years of Service**: Assigned automatically by the system on doing the step for national id as indicated above.
- **Leave Type:** Loaded based on the selected employee, select the leave type from the dropdown list to be applied for.
- **Max at a Time:** The maximum days the selected leave can be availed is automatically displayed on selection of leave type as indicated above.
- **From Date:** Select the start date of the applied leave by clicking the calendar image next to the text box.
- **To Date:** Select the End date of the applied leave by clicking the calendar image next to the text box.

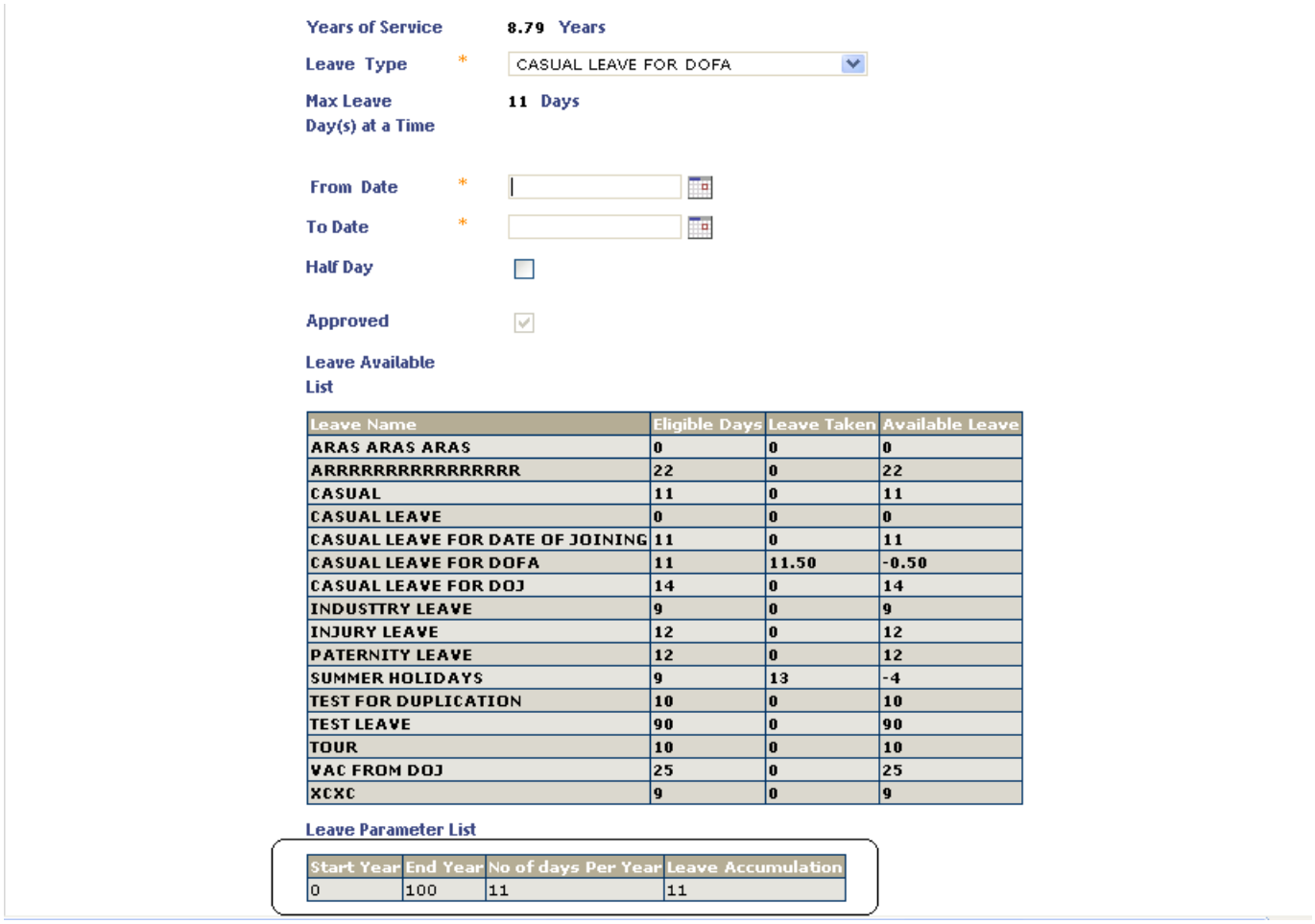
- **Half a day:** Click if applied leave is half a day, If this is checked the options "**First Session**" and **"Second Session"** becomes visible to select.(refer indication below & above)

- After entering the proper details Click **SAVE**

Output:

- The below screen is displayed confirming the action:

- On Clicking **OK** the screen navigates to the list page.
- As the leave type is selected for any employee, the parameters for that particular leave will be displayed as shown below.



Years of Service 8.79 Years

Leave Type * CASUAL LEAVE FOR DOFA

Max Leave Day(s) at a Time 11 Days

From Date *

To Date *

Half Day

Approved

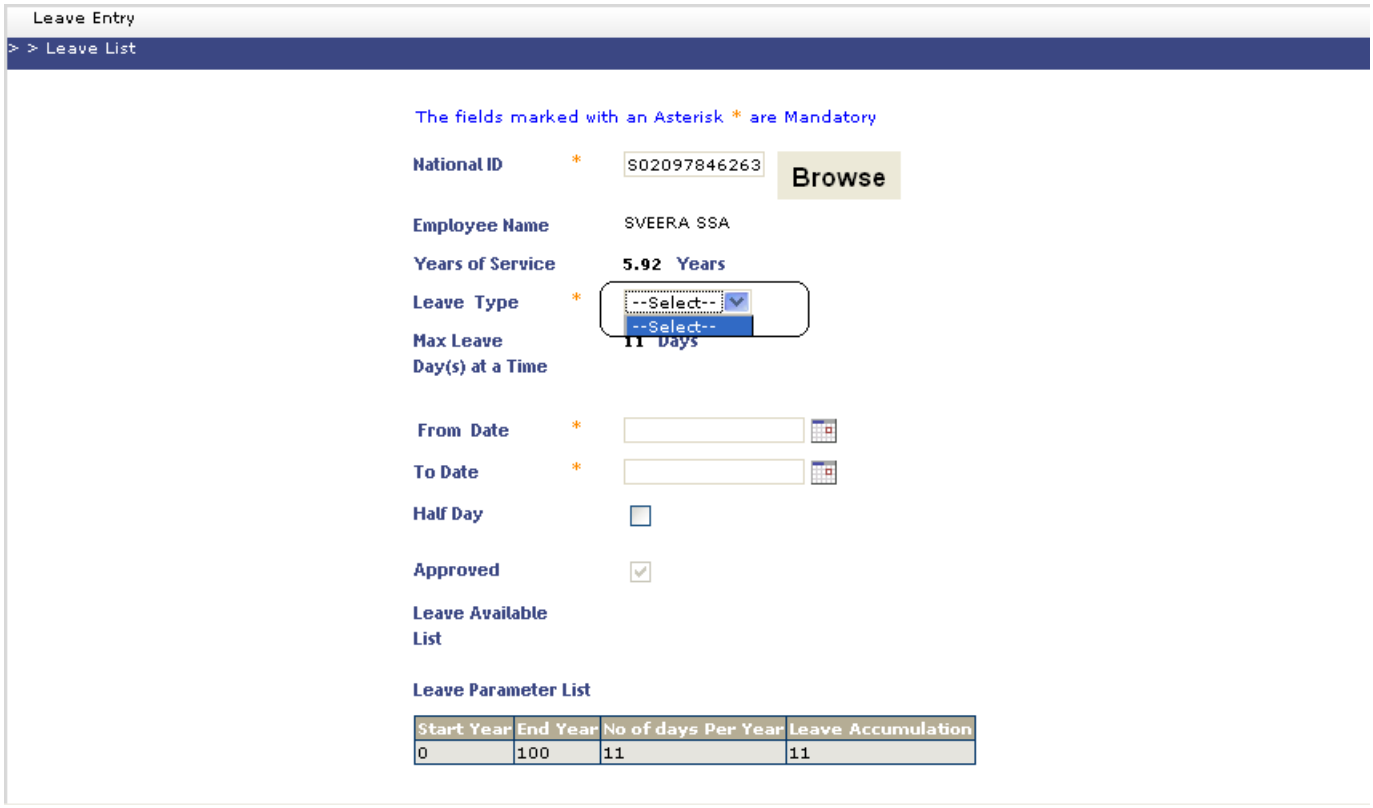
Leave Available List

Leave Name	Eligible Days	Leave Taken	Available Leave
ARAS ARAS ARAS	0	0	0
ARRRRRRRRRRRRRRR	22	0	22
CASUAL	11	0	11
CASUAL LEAVE	0	0	0
CASUAL LEAVE FOR DATE OF JOINING	11	0	11
CASUAL LEAVE FOR DOFA	11	11.50	-0.50
CASUAL LEAVE FOR DOJ	14	0	14
INDUSTTRY LEAVE	9	0	9
INJURY LEAVE	12	0	12
PATERNITY LEAVE	12	0	12
SUMMER HOLIDAYS	9	13	-4
TEST FOR DUPLICATION	10	0	10
TEST LEAVE	90	0	90
TOUR	10	0	10
VAC FROM DOJ	25	0	25
XCXC	9	0	9

Leave Parameter List

Start Year	End Year	No of days Per Year	Leave Accumulation
0	100	11	11

- If the leave types are not displayed for any employee then the '**Year End Process'** should be done for that particular employee to get the leave types.



- While trying to assign Half day leave to any night shift employee the half day option button will be disabled.

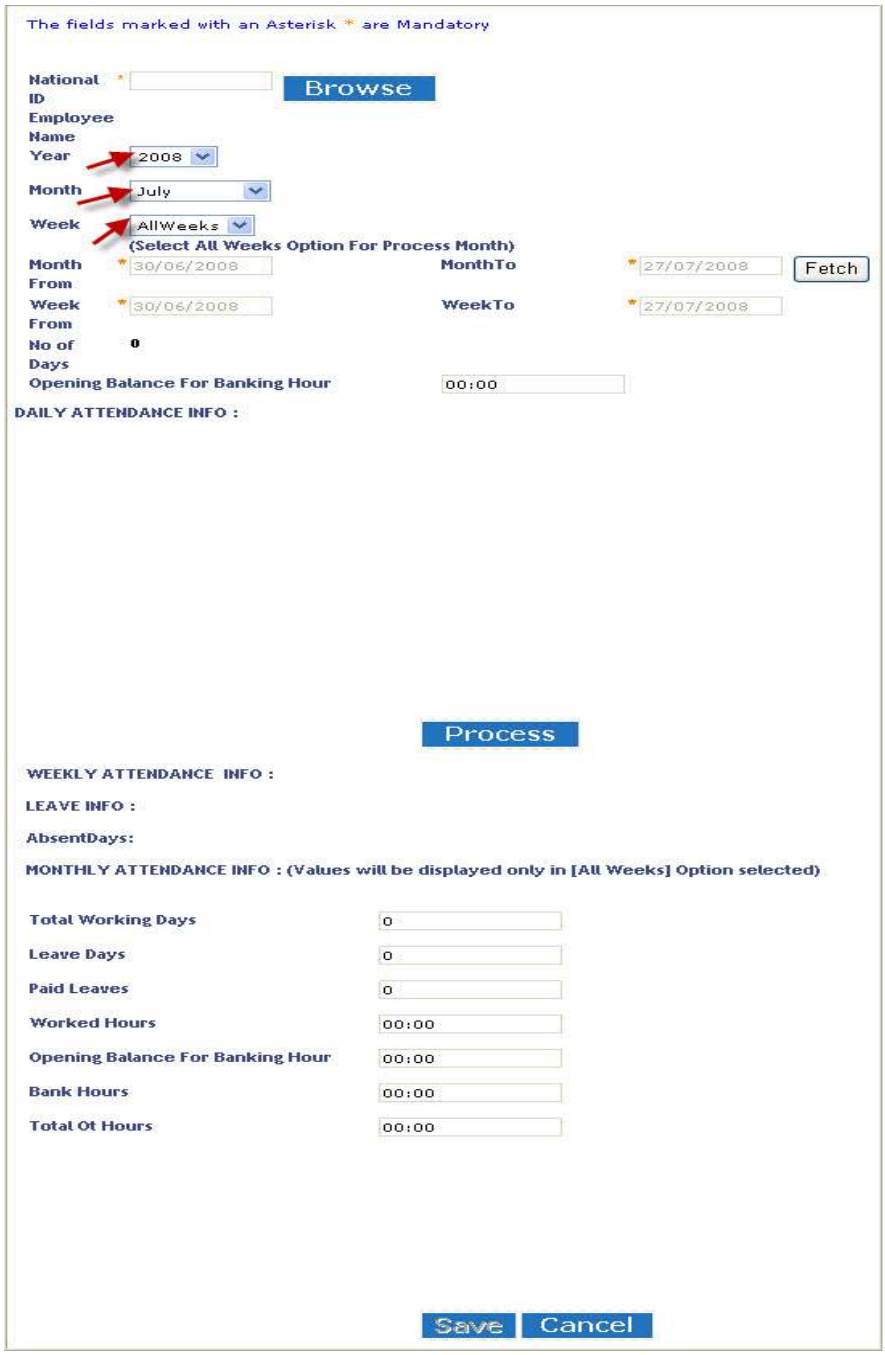
  Half Day Leaves are not allowed for the Night Shift Employees.

Module - Process

Attendance:

Access Mode**: Process---------- > Attendance Process**

Objective: To Process the attendance of an employee on Weekly and Monthly basis



Input:

- **National ID:** Click the browse button to select the employee's National ID and name whose attendance to be processed as stated in Page no. 19 of this manual.

- **Employee Name:** On doing the above step system automatically fills in this field with the Surname and Employee name.

- **Year:** Select the year of attendance processing i.e., Current year from dropdown list (refer indication above)

- **Month:** Select the Month from the dropdown list for attendance processing.(refer indication above). The system by itself indicates whether the attendance for the month has been processed or not with a label besides the dropdown(refer indication fig (7))

- **Week:** Select the Week to be processed, if it is for whole month select **All Weeks**.(refer indication above) after selecting the week the details can be fetched even by clicking the "**FETCH**" button(refer indication in fig(7))

- On Selection of Month and week the system will load the page with the available attendance details of the selected employee (refer fig (7)).

- **No. of Days**: System displays the actual number of days the person has worked for the selected month.

- **Opening Balance for Banking Hour:** Opening Balance of previous month, if any.

- The Details of the Attendance is displayed below in different Sectors like "**Daily Attendance info**", "**Weekly Attendance Info**", "**Leave Info**", "**Absent Days**", "**Monthly Attendance Info**"

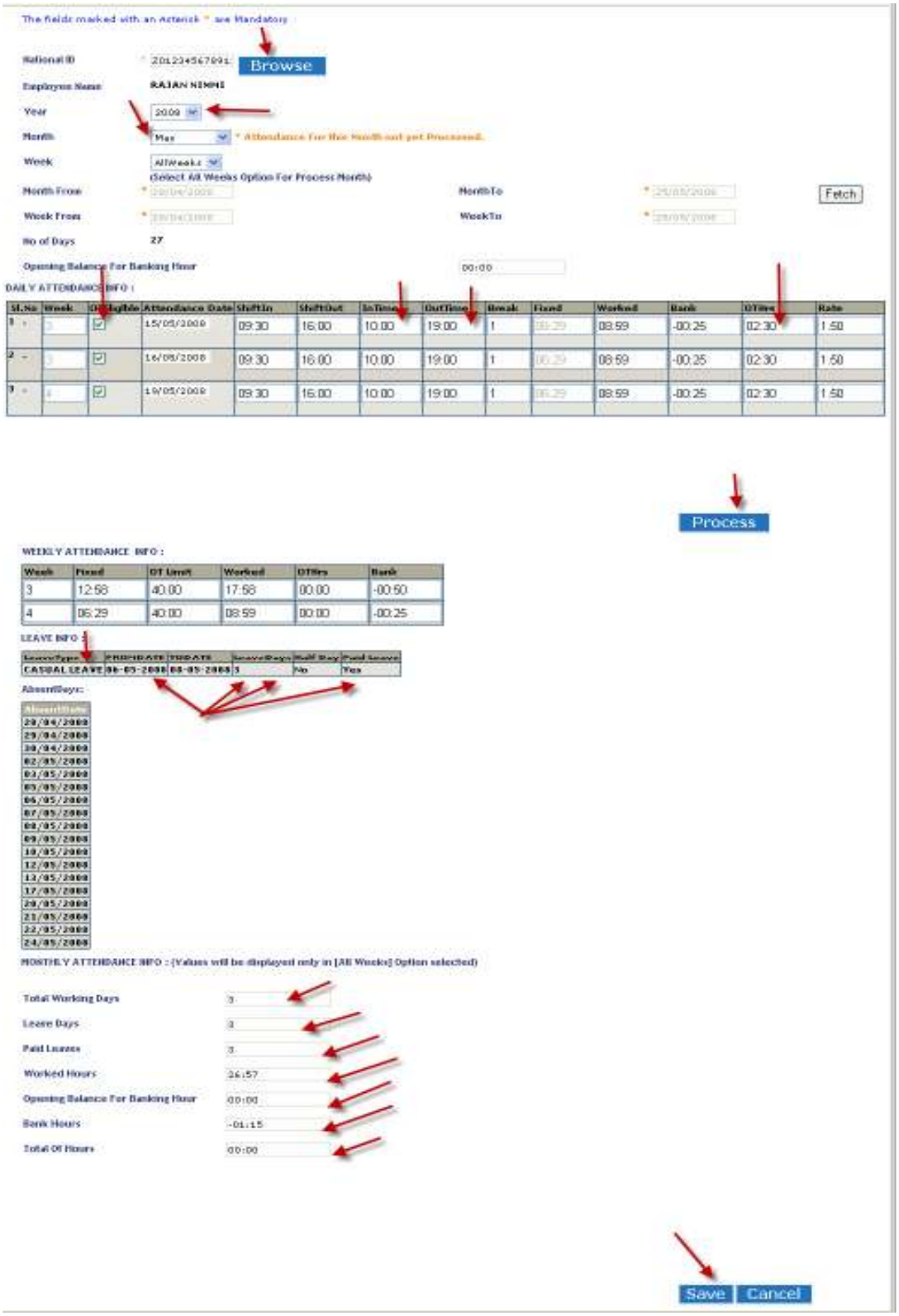

The fields marked with an Asterisk * are Mandatory
Browse
RAJAN NIMNI
2009
Mar
* Attendance For the Month not yet Processed.
AllWeeks
(Select All Weeks Option For Process Month)
Fetch
27
00:00
DAILY ATTENDANCE INFO :
Process
WEEKLY ATTENDANCE INFO :
LEAVE INFO :
CASUAL LEAVE
Absent Days:
MONTHLY ATTENDANCE INFO : (Values will be displayed only in [All Weeks] Option selected)
Total Working Days
Leave Days
Paid Leaves
Worked Hours
Opening Balance For Banking Hour
Bank Hours
Total Of Hours
Save
Cancel

fig (7)

Daily Attendance Info:

- Displays the attendance details on daily basis like Attendance Date, Shift In Time, Shift Out Time, In Time, Out Time, Break, Fixed, Worked, Bank, OT Hrs and Rate.

- The **OT Eligible** Check box will be checked by default if the employee is eligible for OT(If OT Eligible has been checked for that employee in the employee entry page).

- **Fixed -** Actual hours of work of the employee based on his shift in a day excluding the break hours.

- **Worked** - Actual hours worked based on the employee's in-time and out-time clock in a day excluding the break hours.

- **Bank:** Early / Late Banking minutes based on the parameter set to the shift of the employee based on the Day setting(Normal working day, weekend, Saturday, Sunday, public holiday etc).

- OT Hours is the excess hour difference between Worked Hours – Actual hours – Banking.

- **Rate**: By default the system will display the first applicable OT.

- **The In-time** and **Out-time** boxes are editable. Based on the changes made the OT hours, bank, Worked hours will change**.**

- When the employee has availed a half a day leave the system will display the **Shift In** or **Shift Out** as **First Session End Time** or **Second Session Start time** based on the leave session. For e.g if the employee who is in General shift starting at 08.45 ending at 16.00 hours with the first session ending at 12.00 and Second session starting at 12.30, and has taken leave in the forenoon, his shift time for afternoon will be displayed as 12.30 – 16.00 hrs in the table.

- After making the necessary amendments if any in the Daily Attendance Info Click "**PROCESS**"

- This will change the **Weekly Attendance Info** table values based on the fed data.

Weekly Attendance Info:

- **Week:** Displays the week as 1, 2 or 3
- **Fixed:** Displays the total of actual work hours in a week for the shift of the selected employee.
- **OT Limit:** Displays the Maximum Hours to be covered in the week for OT Eligibility based on the details provided in **Year Settings sub module.**
- **Worked Hours:** Displays Actual hours worked by the employee in the specified week (sum of worked displayed in daily attendance info table).
- **OT Hours:** Displayed as 00:00 if Eligibility Criteria is not applicable (i.e the employee fails to complete 40 hours in the week), else it will display the sum of OT hours displayed in Daily attendance info table.
- **Bank:** Cumulative balance of the banked minutes displayed in the daily attendance info table.
- For Doing Weekly process select the respective week from the "**WEEK**" dropdown list.
- And then after making the necessary changes in the "**Daily attendance**" click **Process** for calculating automatically on a weekly basis.
- In this Weekly table Worked Hours, Bank, OT Hours are editable
- In case of any amendments in weekly attendance click **save** to store the changes in the database for the **selected week**.
- The Option "**All Weeks**" should be selected only for monthly process. On saving the changes under this option cannot be retrieved back, as this being a monthly process.

Leave Info:

- Displays the leave details of the employee availed during the month / week selected for processing.

- Provides information on Leave Type Name, No. of day leave has been availed, whether it is half a day and if it payable i.e paid leave along with date.

Absent Days:

- Attendance date when no information is available on the employee for the selected week or month.

Monthly Attendance Info:

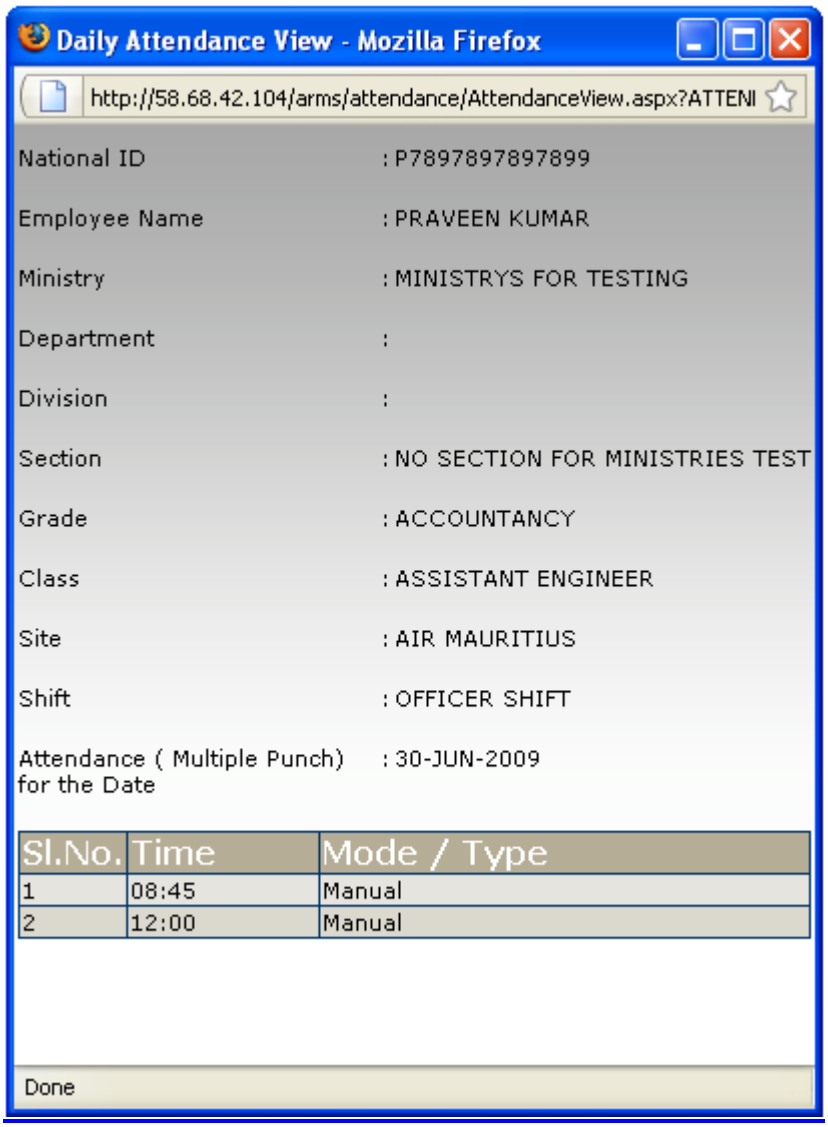
- Values will be displayed only when the Option “All Weeks” is selected in the week dropdown.
- **Total Working Days:** Displays the total number of days the attendance available for the selected employee**.**
- **Leave Days:** Displays the number of days the employee has availed leave.
- **Paid Leaves:** Displays the number of days paid leaves availed.
- **Worked Hours**: Displays the Total hours worked by the employee in the month
- **Opening Balance for Banking Hour:** Opening balance of Banking of previous month if any will be displayed here.
- **Bank Hours:** Cumulative balance of Banking for the month being processed will be displayed here.
- **Total OT Hours:** Cumulative of OT Hours of the month being processed will be displayed here.
- Click **SAVE** after making the necessary amendments, if any. Once saved it is not possible to retrieve the processed month.

Output:

- Prompts a **SAVE MESSAGE** confirming the action performed.

- On clicking '**View**', to see the multiple punch of the employee on a particular day the following pop-up window will be displayed.

- It will show all the multiple punches on that following day of an Employee and Mode of Entry like manual/Clocker or Seminar/Permission as follows:



Attendance Process for Flexi:

- The Attendance Processing for Flexi is similar to the Attendance Process of Shifts.
- The Flexi Attendance Processing will be denoted as below. (Refer the arrow indication).
- The Break Taken will be displayed during the Attendance Process for Flexi and if necessary, the record can be amended.
- If the employee has taken any Leave then the Leave Taken in Minutes will be displayed during the Attendance Process for Flexi.

Year end Process:

Access Mode**: Process---------- > Yearend**

Objective: To perform employee wise Year end Processing of Leaves.

Input:

- Select the employee by clicking the **browse** and follow the steps in page 21 of this manual for selection. On selection the details like Employee Name, Ministry Name, Date of Joining and Date of Confirmation are displayed automatically by the system.

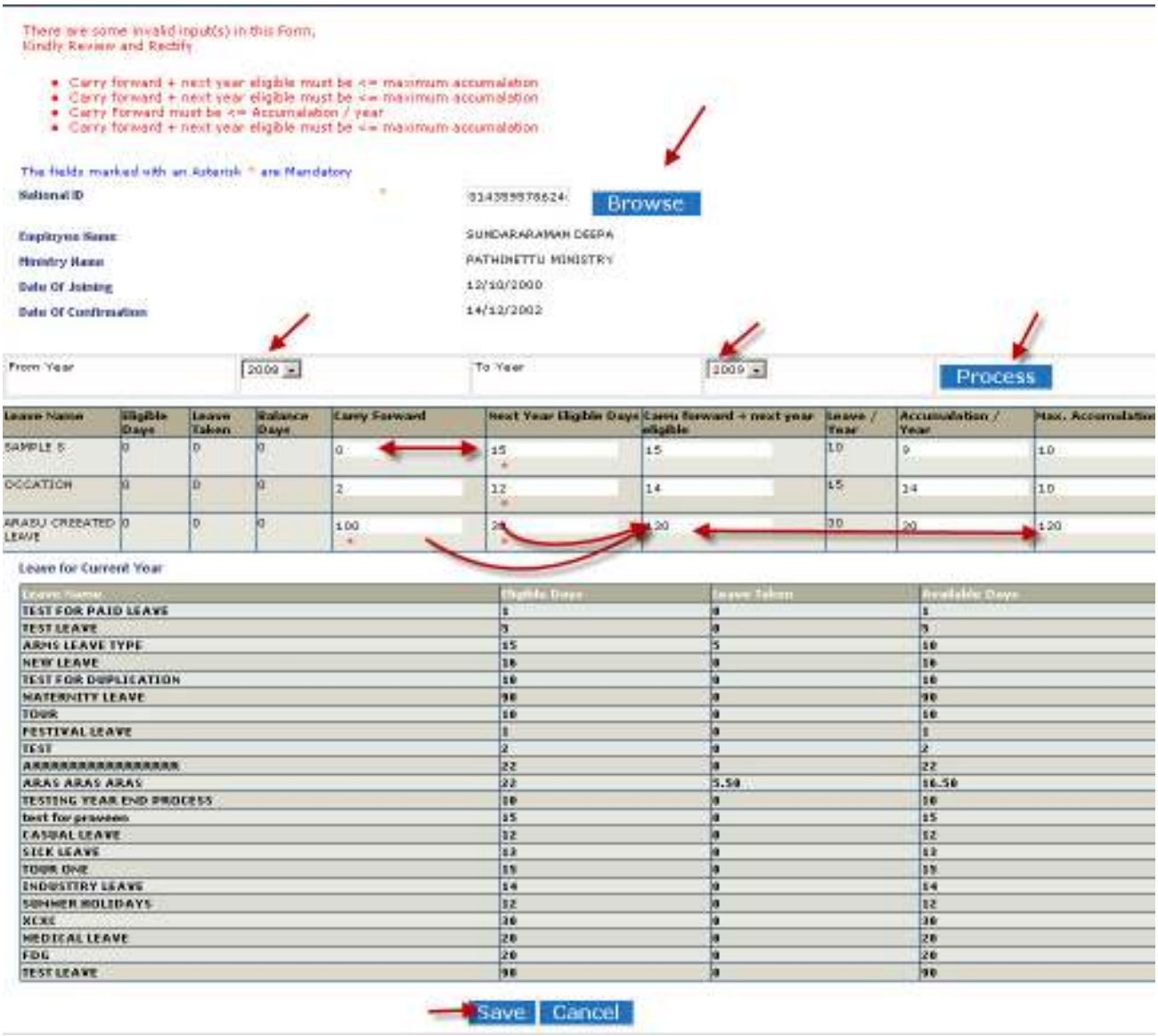
- **From Year**: Select the year from the dropdown list i.e current year which needs to be processed.

- **To Year**: Select the year from the dropdown list i.e next year to which the leaves need to be carry forwarded.

- Click **"PROCESS".**

- The screen will be displayed as below with all the leaves that have been set as carry forwarded with the parameter details being displayed beside for user to verify the values.

- If the Carry forward + next year eligible is > Max.accumulation the system displays appropriate validation messages for the user to do the necessary amendments.



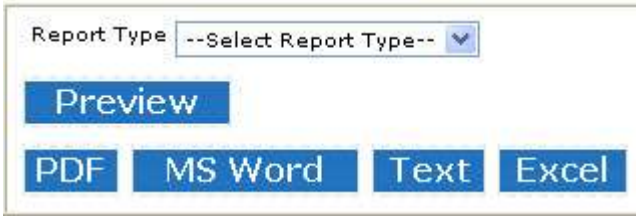
- The Grid displays the **Leave Name, Leave Taken, Balance Days** of Current year and Balance days of current year will be displayed in the **Carry forward** Column which is editable and **Next Year Eligible Days** will show the leave per year set in the Leave type.
- **Leave Year, Accumulation / Year** and **Max. Accumulation** displayed is based on the parameter set for the leave type for the service period of the employee.
- User to check the criteria's and after making necessary amendments, if any then Click **SAVE.**
- On clicking save the system prompts the relevant message confirming the process.

7.0 GENERATING & PRINTING REPORTS:

Access Mode**: Module - Reports**

Objective: Generation of reports for Statistical analysis, comparative study and verifying records.

On clicking the **REPORTS** menu the home page navigates to the below page:

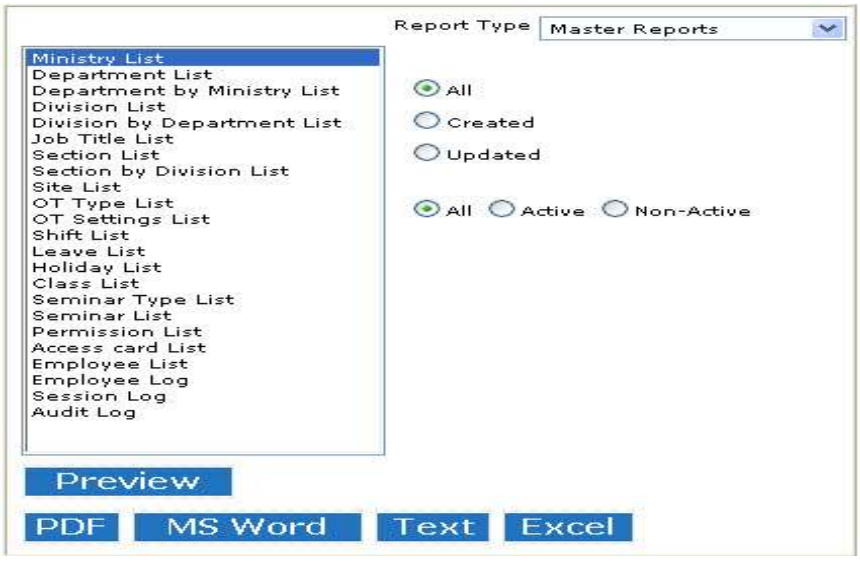


It has 4 Menu's and Each Menu has sub menu's which have been already listed in the Preliminary pages of USER MANUAL for easy reference (refer page no. 7- 8).

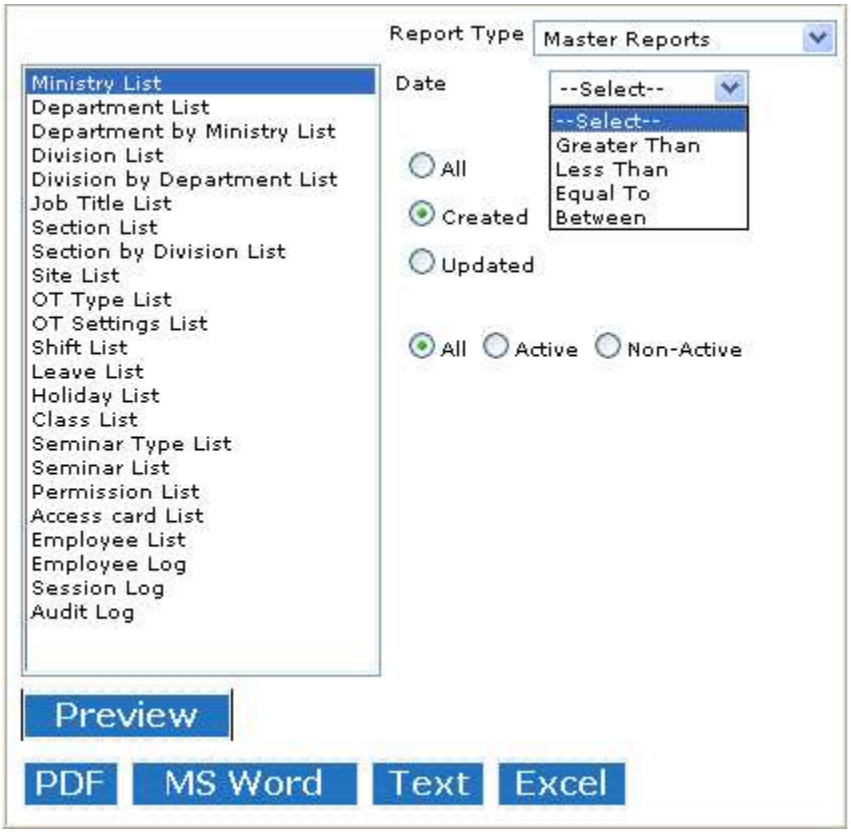
Common ways of generating a report:

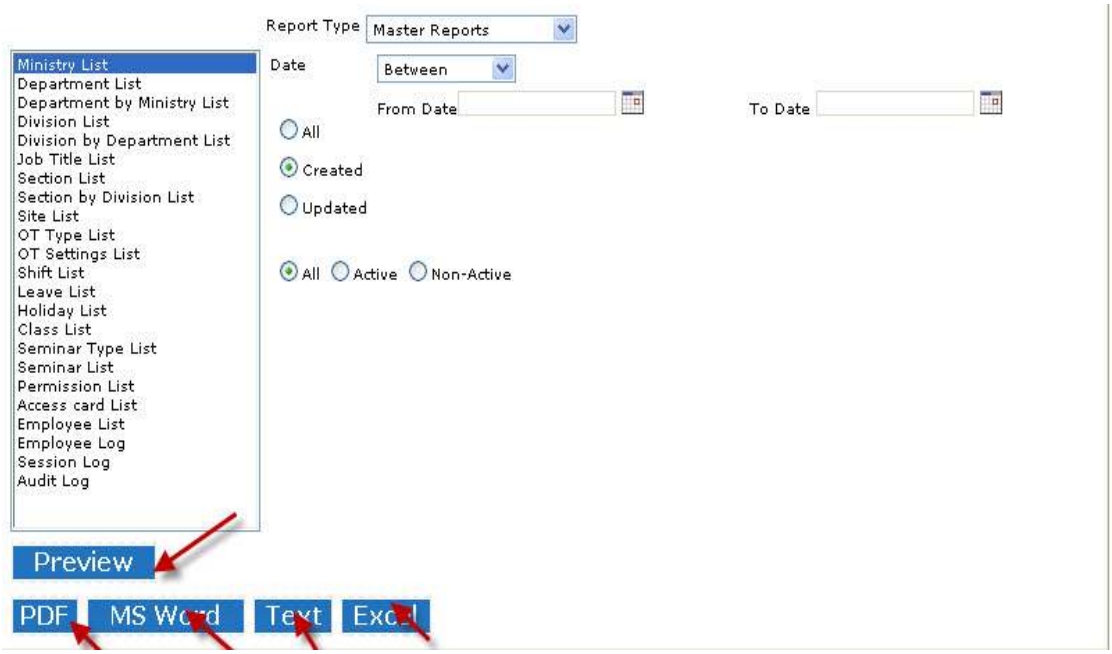
Select the Menu to list the sub menu

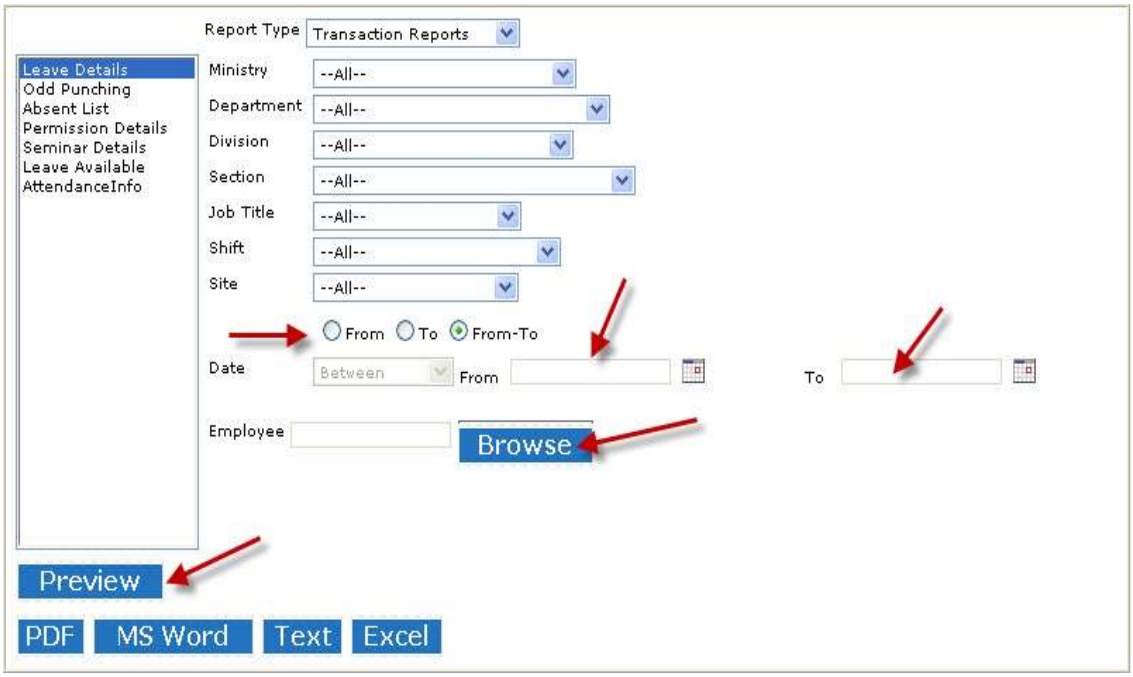
Click Master / Transaction / Advanced / Charts Reports to view list of reports that can be generated in it:



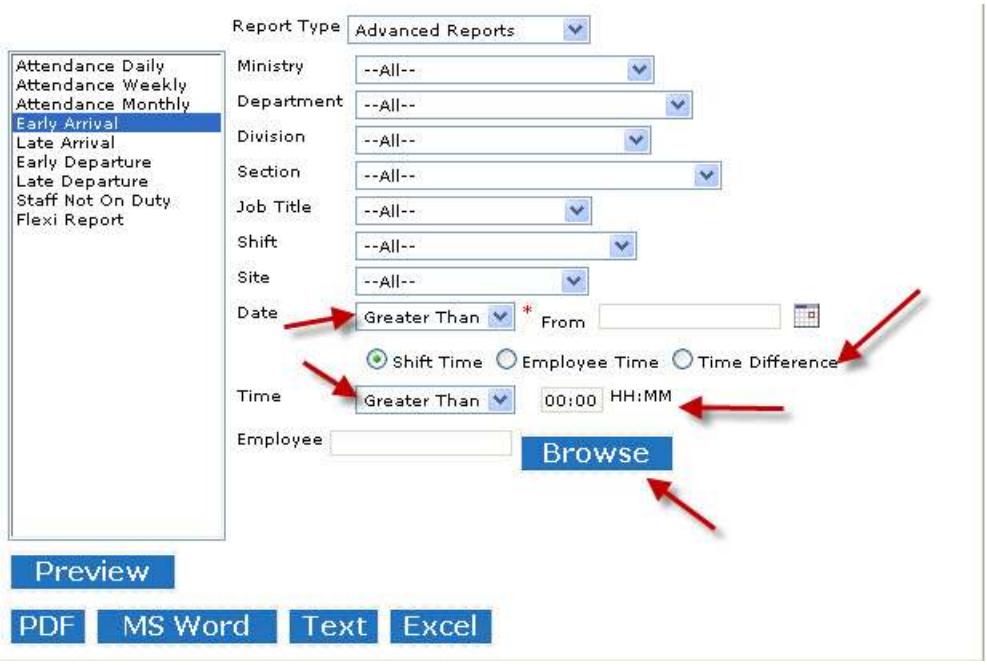
On selecting **CREATED** or **UPDATED** option, the system displays the Date Operator to select the date range and the Date for filtering the records





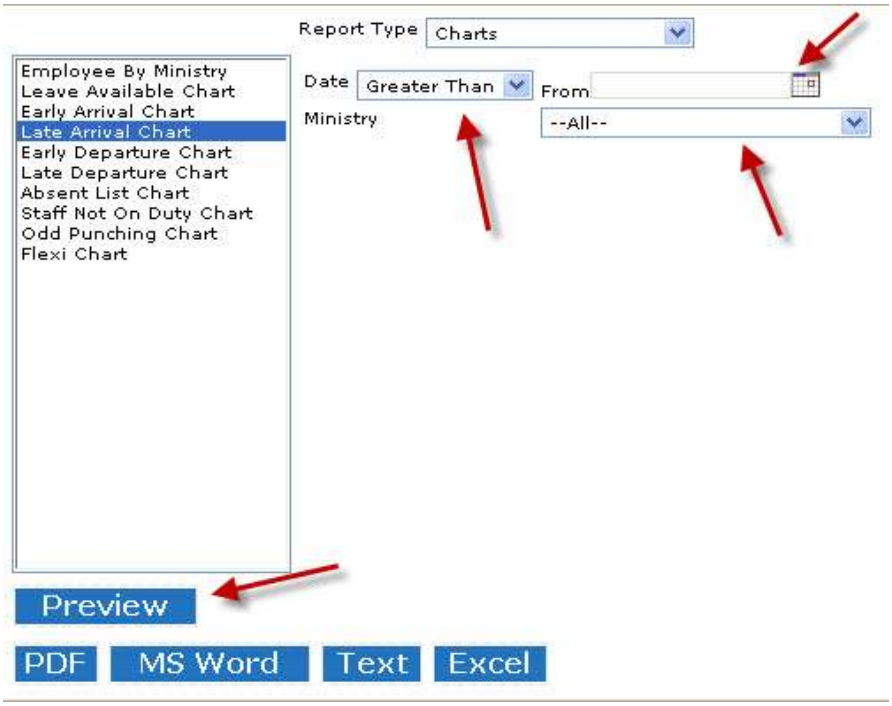


- Option for selecting employees is provided in the Transaction Reports, select the employee by clicking on the browse (refer page no. 19 of this manual) to generate employee wise detailed reports.



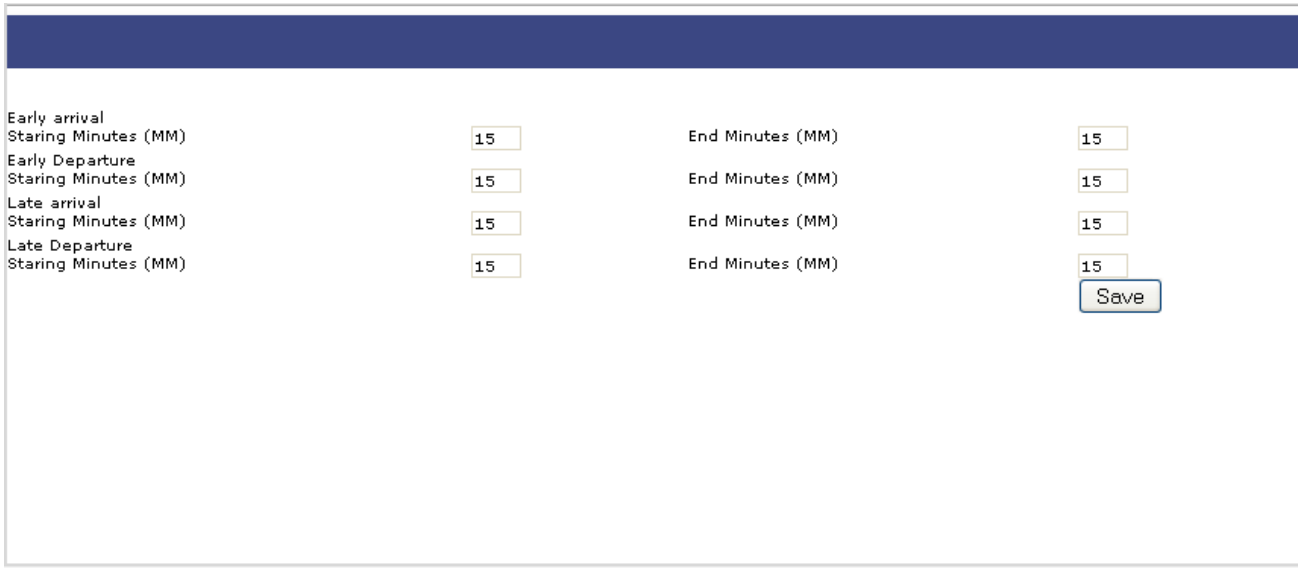
- In Advanced Reports to facilitate more options for selecting time frame to generate reports is also available as displayed above.

- Filtering the reports based on Ministry, Department, Division, Section, Job Title, Shift, Site are added features to generate reports on various criteria.



- After selecting the option for generating report click **PREVIEW** to view the report or it can be exported to **PDF** (or) **Word** (or) **Excel** (or) **Text** format to make print out.

- Even from the preview window the user has options to export on the said formats and to view the page by page the generated report.

Application Settings:

- This Application Settings is used to set the Early Arrival/Departure and Late Arrival/Departure Starting Minutes and Ending Minutes.
- The reports for these Early Arrival/Departure and Late Arrival/Departure will be displayed as per the parameters set in this page.